

Role Details			
Role Title	Surveyor	Section	WHG Investment
Division	Investment	Report To	Investment Manager
Grade/Salary	SCP31-34 £41,232-£44,444	Date Completed	October 2026

Company Overview

City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.

City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.

Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We currently hold Investors in Young People Platinum award, an award we are immensely proud of as it recognises our focus on investing in and growing a skilled staff base.

Our Values

Excellence: to deliver quality in everything we do.

Honesty: to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.

Trust: to be trusted by our employees, clients and partners.

Inclusion: we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.

Community: to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.

Ambition: to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs

Our Vision

Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer residents' satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.

Role Summary

As a Surveyor within City Building's Investment Team, you will play a vital role in the successful delivery of a wide range of investment projects. Your primary responsibility will be to liaise effectively with a variety of stakeholders—including customers, clients, internal teams, and external contractors—to ensure that all design and installation requirements are clearly understood, communicated, and delivered to a high standard. Exceptional customer service and professional conduct will be central to your approach in every aspect of your role.

Reporting directly to the Investment Manager and working closely with other Surveyors, you will receive work allocations and be responsible for attending scheduled site appointments. These appointments may involve accompanying in-house Asbestos Operatives or representatives from external asbestos supply chains to assess properties prior to works commencing.

Your core duties will involve surveying properties and producing accurate layout drawings for kitchen installations as well as measuring windows for replacement installations. All surveys must align with client specifications and adhere to industry best practices. Once surveys are complete, you will be responsible for translating them into City Building's internal design format before submitting them to RSBI (Royal Strathclyde Blindcraft Industries) for the manufacture of bespoke kitchens and/or windows.

You will be an essential member of the team, contributing to the smooth execution of investment projects while demonstrating a high level of enthusiasm, professionalism, and a strong customer-focused mindset.

Although your initial focus will be on kitchen, bathroom, and window projects, the nature of the investment programme is dynamic. You may be called upon to survey or operationally manage other areas of investment work as priorities shift. Flexibility and adaptability are key, as is the ability to manage your workload efficiently while maintaining quality and safety standards.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Designs Drawings and Layouts	– Production of clear and detailed layout drawings for kitchen installations and window replacements. – Conversion of site measurements and layouts into City Buildings internal design format for consistency and manufacturing use. – Submission of finalised designs and measurements to RSBI for the manufacture of kitchen and/or windows, ensuring all documentation is complete and accurate.
Contribution to Project Delivery	– Guide and support the Investment Manager with the planning and booking of surveys ensuring that all areas of the business have cover to ensure workflow is consistent for all cost centres within Investment. – Support delivery of investment projects by ensuring surveys are completed efficiently and to a high standard, enabling timely progression to installation. – Flexibility to support other workstreams as needed, contributing to the overall success of the Investment section.
Surveying	– Completion of precise site surveys properties for all areas of kitchens, bathrooms, windows, door, compliance and associated works.

	– Accurate identification and recording of any access issues, property conditions, or hazards (i.e. asbestos) – Planning all survey dates for project work. – Liaise with admin teams to ensure contact is made with customers in sufficient time.
Documentation	– Completion of all necessary paperwork for each work element – Ensuring all relevant information is passed to operative teams in timely manner. – Maintain and update the investment section spreadsheets with information required to allow operational teams to plan works accordingly.
Mentoring	– Provide support and share technical expertise with Trainee Surveyor(s). – Support Trainee Surveyor(s) with joint visits to sites, technical support, product support and IT support.
Teamworking and Communication	– Support all colleagues within Surveying team. – Timely and professional communication with clients, customers, contractors, and internal teams to ensure expectations are managed and met. – Collaborative working with the Investment Manager, Lead Surveyor, and Asbestos Operative/supply chain representatives during site visits. – Escalate blockages to the Investment Manager.
Health and Safety	– To carry out work in accordance with the Health and Safety at Work Act 1974 – To ensure that all Health and Safety requirements are adhered. – Report all Incidents and Accidents at the earliest opportunity. – Ensure a safe working site at all times. – Ensure all surveys and site visits comply with internal policies and external regulations. – Ensure wellbeing is a priority.
Compliance with professional, regulatory, statutory, and corporate requirements.	– Comply with and implement all City Building Policies and Procedures. – Act ethically and with integrity.
General	– Attend all Training, Meetings, Reviews, and Toolbox Talks assigned to your role. – Complete all compulsory GOLD and Safety Media training for your role. – Establish, develop, and maintain effective working relationships with all work colleagues, clients, and stakeholders.

Key Behaviours and Competencies

Our Surveyor will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Organisational and Time Management	– Ability to manage multiple tasks and priorities, ensuring deadlines are met and projects run smoothly. – Manage and prioritise multiple projects or duties simultaneously, keeping track of resources, documentation, and timelines. – Adhere to any associated deadlines. – Taking proactive actions to anticipate needs and address potential issues.
Communication	– Provide clear communication and updates as required with clients, tenants, and colleagues both verbally and in writing.

	– Possess the ability to explain technical concepts in an understanding way for non-technical personnel. – Provide clear guidance and support to team members and other sections when required.
Technical Proficiency	– Possess a strong understanding of property surveying techniques, particularly in kitchen, bathroom, and window projects. – Ability to produce and interpret technical drawings and layouts. – Competent in using digital tools and software to record data, complete designs, and submit documentation, – Comfortable working with internal systems for design and reporting.
Attention to Detail	– Ensure all surveys, costings and associated documents are produced to the required standards – Ability to accurately perform tasks, notice discrepancies, and ensure all aspects of systems or processes are handled properly.
Ongoing Training and Professional Development	– Complete all necessary training. – Be open to mentorship and guidance for improvement from more experience colleagues.
Trust and Confidentiality	– You must ensure that any sensitive information is handled confidentially and responsibly. Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect
Ethical and Professional Integrity	– Able to demonstrate honesty and transparency in all professional dealings, particularly regarding survey findings and reporting. – Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will preferably have a joinery background with experience of working within windows and doors replacement, kitchen and bathroom renewal and general building refurbishment areas.

You will have excellent interpersonal, communication and analytical skills. You will have good IT skills with a working knowledge of Cabinet Vision and Design Software. You will have a broad knowledge of operations and be able to represent the interests of the business ensuring excellent customer service is provided at all times.

You should have a demonstrable track record in service delivery and customer service and be able to act on your own initiative. You must be prepared to undertake any relevant qualification/training as necessary. You will be fully conversant with up-to-date issues within the business area and have an innovative approach to new developments and advances in technology.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Requirements

Qualifications/Licence/Certification/Experience level...

Essential

- Full driving licence is essential as travel to/from work locations will be required.
- Proven experience surveying a variety of kitchen, bathrooms, windows, doors and fire stopping works.

Desirable

- HNC in Construction Management or Building Surveying or equivalent.

Interdependencies

- Divisional Manager
- Investment Manager
- Lead surveyor
- Senior Contracts Manager
- Contracts Manager
- Operational Managers
- Office Manager
- Administrators
- Surveyors
- Trainee Surveyor(s)
- Key stakeholders
- Clients
- CBIT
- I.T section
- Asbestos section
- All personnel within City Building, Glasgow City Council, Wheatley Housing Group

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.