

# **JOB DESCRIPTION**

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| **POST NUMBER:** | CH147 | **GRADE:** | G | **JE REF:** | | A2125 | | |
| **DATE REVISED:** | August 2021 | | **POLITICALLY RESTRICTED:** | | | | | No |
| **POST TITLE:** | Property Surveyor | | | | | | | |
| **DEPARTMENT:** | Housing | | **SECTION:** | | Housing Property Services | | | |
| **POST HOLDER:** | Vacant | | | | | | | |
| **EMPLOYMENT STATUS:** | Permanent | | **END DATE** (if applicable)**:** | | | | N/A | |
| **CAR ALLOWANCE:** | Essential | | **DBS CERTIFICATE:** | | | | None | |
| **PROFESSIONAL FEE:** | One per annum | | **HOURS OF WORK:** | | | | 37 per week | |
| **REPORTS TO:** | Assistant Manager (Assets) | | | | | | | |
| 1. **Job Purpose**   As Property Surveyor, the postholder is responsible for the effective delivery of housing works programmes to the Council’s housing stock.   1. **Job dimension**   To undertake surveys to housing assets and assist with the formulation and implementation of annual programmes of planned and cyclical maintenance.  To undertake supervision of contractors on site and assist with the overall contract administration of planned and cyclical maintenance contracts.  To assist in the development and review of the Council’s service standards, specifications and contract documents.   1. **Organisational Structure**   The Property Surveyor reports to the Assistant Manager (Assets).   1. **Key Responsibilities**   To undertake property, land and asset surveys to assess the condition of the Council’s housing stock and recommend appropriate action to address the problems identified.  To undertake on-site inspections and supervision of contract works, including liaison with service customers and contractors for a variety of housing schemes, programmes and projects, under the overall direction of the Assistant Manager (Assets). Including specific assistance on one of the following key contracts:   * Disabled Adaptation Work; * Kitchen and Bathroom Upgrades; or * External Envelope Upgrades.   To undertake property assessments and evaluate alternative options for both individual properties and estates.  To assist in the delivery of the disabled adaptation work programme and to provide guidance to colleagues across Housing, contractors and the wider Council services.  To carry out the measurement of works on site, and undertake the preparation of valuations and final accounts.  To assist in maintaining an integrated property database for the Council’s housing stock.  To assist in the development and review of the Council’s service standards, specifications and contract documents for planned and cyclical maintenance contracts, taking into account feedback from service customers, the implications of new legislation, the availability of new products and “best practice” from other housing providers.  Following consultation with service customers, to assist in the development, formulation and implementation of annual programmes of planned and cyclical maintenance which are in accordance with the Council’s Asset Management Plan, agreed service standards, specifications and contract requirements.  To receive and acknowledge requests from service customers for all housing or housing related services and to liaise with the appropriate section to ensure that action is taken in respect of the service request.  To liaise with colleagues in the Housing Repairs and Tenancy Services sections regarding proposals and progress in respect of planned maintenance programmes for the Council’s housing stock.  To contribute to monitoring the efficiency and effectiveness of the delivery of services provided by the Section and to recommend corrective action where necessary.  To participate in the formulation and implementation of plans to ensure the continued improvement of housing services.  To prepare reports, compile statistics and assist in the monitoring and management of a range of budgets.  To attend and participate in officer working parties and meetings of Tenants’ and Residents’ Groups.  To understand and interpret technical specifications and drawings.  To deputise for the Assistant Manager (Assets) as required.  To undertake any other duties that may be specified from time to time by the Housing Property Services Manager or Assistant Manager (Assets).  Note  The postholder will be required, on occasions, to attend meetings during the evening and at weekends.   1. **Decision Making**   The postholder will be required to make decisions relating to events and conditions on site in respect of the day to day dealings with contractors and service customers within the context of set policies and procedures of the Council and under the guidance of the Assistant Manager (Assets).   1. **Complexity/Problem Solving**   Whilst the issues with which the postholder will be dealing may be complex and involved, the range of available solutions should be found from within set procedures and policies.  Where such policies and procedures do not provide the solutions to problems, the postholder will consult with more senior officers.   1. **Impact on End Results**   The postholder will occupy a key position within the section and will have an important impact on the delivery of planned maintenance programmes and will influence the achievement of housing and other objectives including the Decent Homes standard.   1. **Knowledge and Skills**   The postholder shall have GCSE’s Grade C or above in English and Maths (or equivalent) and will be required to possess a relevant technical qualification in a construction related subject  The post holder will be able to demonstrate a sound knowledge of building construction and contract management.  The postholder shall have sufficient ICT skills to competently use Microsoft Office Packages.  The postholder will have a general knowledge of health and safety issues relating to surveying and construction works, including knowledge of current asbestos, legionella and fire regulations and have an understanding of how these items impact on service delivery.  The postholder will have at least three years experience working in the building industry and will ideally have two years experience within a social housing environment.   1. **Communication and Contacts**   The postholder will be involved within the Council (Members and Officers) and with external agencies, Tenants’ and Residents’ Groups and the general public.  The postholder will be required to report verbally and in writing to the Assistant Manager (Assets).  The postholder will be required to give housing advice to the general public and external agencies. | | | | | | | | |

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| 1. **General Principles**   Training and Development  Each employee has a responsibility to develop the skills, knowledge and ability required to meet the challenges of their own job and the objectives in their Service Area’s Business Plan.  Supervisors, especially, are charged with the responsibility for holding development discussions with employees, either individually or in groups, to ensure compliance with the Council’s Personal Development Review Process.  Equal Opportunities  The Council is committed to ensuring equality of opportunity and to the principle that employees should be entitled to work free from intimidation or harassment.  All employees have a responsibility not only for their own behaviour but for the behaviour of others regarding equality of opportunity. Any act of discrimination must be avoided and any incidents reported accordingly.  Safeguarding Children  The Council is committed to promoting a culture which safeguards children in line with The Children Act 2004. Employees are expected to carry out their role and responsibilities with due regard to the welfare of children at all times. The Council is committed to ensuring that all employees are supported in respect to their safeguarding children duties.  Health and Safety  The Council recognises its responsibility as an employer to provide a safe and healthy working environment for all employees and accepts the obligations imposed by the Health and Safety at Work etc. Act 1974 and subordinate legislation.  Employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions and to comply with the Council’s health and safety policies or procedures.  **The duties of the post may be varied by the deletion of any of the tasks specified or by the addition of associated work.** | |
| **The Job Description has been agreed by:-** | |
| **Job Holder:** | **Date:** |
| **Manager:** | **Date:** |