

Job Description



South
Cambridgeshire
District Council

DEPARTMENT	LOCATION
Affordable Homes – Property Services	South Cambridgeshire Hall, Cambourne

JOB TITLE	POST NUMBER
Surveyor	

GRADE	SALARY RANGE
Scale 5	

RESPONSIBLE TO	RESPONSIBLE FOR
Senior Surveyor (Operations)	

HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED
VDU Habitual User/ Lone working

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Key Result Areas/Overview

To manage the inspection, maintenance and repair of the housing stock including voids, capital improvement programmes and cyclical maintenance programmes.

To achieve agreed performance targets for the management and monitoring of void properties.

To inspect, diagnose and order repairs to rectify defective elements relating to the property stock, in response to tenants reporting faults.

To undertake stock condition surveys.

Dimensions of Job

To manage responsive, planned and cyclical contracts ensuring that they are completed on time and to budget whilst ensuring that all adhere to statutory compliance and that all systems are kept up to date with relevant performance information

Undertake pre-inspections diagnose and schedule the ordering of response repairs.

Carry out the post inspection of completed works as required.

Administer repair orders as required to internal and external contractors.

Ensure that all statutory requirements, standing orders, contract regulations, financial regulations and other relevant requirements are adhered to relating to the maintenance of the housing stock.

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Carry out periodic inspections and re-inspections of properties in relation to fire safety, asbestos management, Housing Health & Safety ratings, stock condition and other requirements.

Key Contacts/Communication Links

Internal

Housing Service colleagues

Officers from other services specifically Planning, Building Control and Community Services, Management Team, and Members as required

External

Tenants, leaseholders and residents

Contractors

HSE

Building Control (external agencies)

Technical Consultants

Police

Utilities service providers

Key Responsibilities/Specific Duties

1. Responsive Maintenance Service	<ul style="list-style-type: none">• To help to ensure the efficient and effective delivery of the responsive maintenance service to the Council's homes and other properties• To ensure that the repair ordering process is accessible to customers• To monitor the repair ordering process to ensure that all orders are accurate.• To work in partnership with the principal contractor to ensure delivery of responsive repairs• To carry out post-inspection of completed repairs, ensuring that the required standards are achieved.
2. Surveying	<ul style="list-style-type: none">• Undertake programmes for the effective monitoring of pre- and post-inspections of repair works in conjunction with the Council's principal contractor.
3. Programmed Works	<ul style="list-style-type: none">• Manage works arising from the Council's capital improvement programme and Cyclical maintenance programmes• Review contractors' performance and take

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	<p>appropriate action. Ensure contract documentation is up-to-date and the contract register completed</p> <ul style="list-style-type: none">• Ensure statutory compliance by managing the process for obtaining up-to-date certification and ensure follow on actions are implemented in all areas of risk and safety• Assist in the procurement of contracts in accordance with EU rules and the Councils Financial Regulations and Standing Orders. Ensure leaseholders are consulted in accordance with relevant legislation to achieve maximum service charge recovery
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To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Raised (Date) _____

Signature of Director/Chief Officer _____

