**PERSON SPECIFICATION**

**Post Title:** Maintenance Surveyor

**Division:** Housing **Section:** HDW

**Salary:** £33,366 – £35,235 per annum

**Grade:** 9

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| --- | --- | --- | --- |
| **CATEGORY** | **E/D** | **CRITERIA**  **INDICATED E (ESSENTIAL) OR D (DESIRABLE)** | **MEASUREMENT**  **(See below)** |
| SKILLS, KNOWLEDGE  AND EXPERIENCE | E  E  E  E  E  E  E  E  D  E  D  E  D  E  D  D | Practical and/or technical experience within the building and/or maintenance environment, surveying experience for both domestic and non-domestic dwellings.  Experience of dealing with contractors, members of the public, building users and housing tenants.  Experience of supervising and inspecting building works in progress for conformity with required standards and legislation.  Detailed understanding of building construction, services and fabric and associated trade work, in particular relation to Housing  Aptitude and awareness in identifying/ diagnosing defects and determining appropriate remedies.  Able to identify requirements for building repair and planned/reactive maintenance scheme of works, ability to specify/schedule appropriate remedial measures for various programmes of work.  Good specification writing and cost estimating skills.  Ability to manage and supervise building contracts and works effectively, maintain and keep financial records, cost control, produce reports both written and statistical on contractors’ performance etc.  Ability to inspect work at various stages for quality of workmanship/ materials, and conformity to specification.  Knowledge of relevant health and safety legislation and building regulations.  Reasonable understanding of standard forms of building contracts and relevant legislation.  Ability to communicate and correspond clearly with workforce, contractors, public and other officers.  Take off and calculate basic building quantities.  Numerate and literate.  Plan and organise own workload. Meet defined deadlines.  Use of computer skills including Word, Excel and  e-mail. | 2, 4  2, 4  2, 3, 4  2,3,4  2,3,4  2,3,4  2,4  2,4  2,4  2,3,4  2,3,4  2,4  2,3,4  2,5  2,4  2,3,4 |
| SAFEGUARDING | E | Commitment to the protection and safeguarding of children, young people and adults with care and support needs. | 2,4 |
| EQUAL OPPORTUNITY | E  E | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Policies into practice.  Able to deliver the service to a diverse range of customers. | 2,4  2,4 |
| QUALIFICATIONS | E  D | Minimum of HNC / Technical Surveying Qualification (or equivalent) or extensive trade knowledge.  Membership of appropriate professional or technical body (RICS, IOB etc.) (Full or associate) | 2,5  2,5 |
| ATTITUDE & MOTIVATION | E  E  E  E | Excellent record of timekeeping and attendance  Dependable and willing to accept change.  Ability to work as part of a team or individually and unsupervised.  Ability to represent the Council in a positive, organised and caring manner both to individuals or at Group Tenant meetings. | 2,4  2,4  2,4  2,4 |
| OTHER | E  E | Able to climb ladders and scaffold and enter restricted spaces  Possess current driving licence and must have vehicle available. | 2,4  2,4,5 |

MEASUREMENT:

1 Test prior to shortlisting (ie all applicants). 2 Form application form. 3 Test after shortlisting. 4 Probing at interview. 5 Documentary Evidence. 6 OTHER (Please specify)