



Person Specification

Project Surveyor

SECTION	CRITERIA
Education & Qualifications	<ul style="list-style-type: none"> • Sound knowledge of building construction maintenance • Understanding of contract supervision and Clerk of Works role • ONC Building Construction or equivalent, or proven knowledge and experience of working with external Contractors on planned maintenance contracts. HNC desirable • Experience and demonstration of understanding the surveying duties and role within domestic building maintenance
Skills, Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge of the built environment and building maintenance including relevant experience in the inspection of domestic property and the remedy of maintenance problems; • To be conversant with current legislation and statutory requirements relating to building and inspection works; • Experience of carrying out domestic property inspections, the diagnosis and remedy of maintenance problems and preparation of schedules of work; • Experience of supervising external Contractors, working under the JCT range of Building Contracts. Knowledge of the range of clauses applicable to the Clerk of Works role. To have an understanding of health & safety regulations and working practices relating to construction sites; • Experience of establishing effective working relationships with other officers, outside agencies and tenant groups; • Competent in using IT systems in order to be able to prepare and interpret specifications and prepare schedules or work utilising a variety of formats; • Ability to organise and prioritise workload; • Effective communication and at times to be assertive without being aggressive; • Accurate numeracy and literacy skills and have an understanding of

	<p>and interpret budgetary information;</p> <ul style="list-style-type: none"> • Ability to deal with complaints and issues by phone and face to face direct with our customers to deliver excellent customer services; • To be flexible in approach in regard to working hours and willing to work evenings and weekends when required; and • Must hold a full driving licence and have access to a vehicle for business use.
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Key Responsibilities of Role

- To carry out a variety of inspection types to domestic properties and the estates in which they are located, including pre & post works inspections, condition surveys etc. and manage as necessary works to bring the property or estate to acceptable standards;
- To oversee Contractors works on site and undertake the duties of Clerk of Works;
- To schedule works and complete surveys on domestic properties highlighting condition, measurements and remedial actions required including the formulation of detailed specifications where required; and
- To lead a surveying area of ‘specialism’ on behalf of the surveying team to ensure the Group’s duties and service standards are met for that designated area.

Key Team Relationships

- Key Internal working relationships are with:**
- Senior Managers
 - Assistant Directors and Executive
 - Operational Teams across the Group
 - Colleagues and service users
- Key External working relationships are with:**
- Third party suppliers
 - Partners / Agencies
 - Contractors – providing agreed services on the Groups behalf