**EXETER CITY COUNCIL**

**Job Description**

**JOB TITLE :** Planned Works Surveyor

**GRADE :** 8

**POST NO :** 3397

**SERVICE :** Housing

**UNIT :** Housing Assets

**REPORTS TO :** Planned Maintenance Lead

**RESPONSIBILE FOR :** N/A

**LIAISON WITH :** Elected Members

Staff throughout the Council

Contractors and other external agencies in the public and private sectors

Council tenants & the general public

**PURPOSE OF JOB**

1. To carry out surveys and identify required planned works to the Council’s housing stock, communal and environmental areas.
2. To prepare work schedules, raise orders and instruct contractors and oversee and monitor contractor performance and contracts.
3. Ensure all works are carried out in accordance with relevant statutory legislation and regulations and in line with the Council’s procurement policies and procedures.
4. To support the work of the Planned Lead in the planning, development and improvement of services.
5. To ensure Council Housing is kept in an acceptable condition and conforms with the requirements set out in regulations and the terms and conditions of the tenancy agreement.

**MAIN ACTIVITIES**

1. Carry out surveys and inspections of Council housing stock and communal areas for repairs and improvements, stock condition, dilapidations, and condition surveys (including voids).
2. Prepare work specifications and schedules and obtain quotes
3. Assist in the appointment of contractors as necessary to meet the aims of the service following the Council’s procurement policy and procedure.
4. Manage contracts to ensure they meet agreed standards, timescales and budget
5. To assess and issue variation orders and agree interim and final payments and recommend for authorisation
6. Monitor contractor performance and customer satisfaction
7. Undertake indicative risk assessments in accordance with the Housing Health & Safety Rating System,
8. To adhere to the current Health and Safety regulations and the Council’s policies and procedures
9. Identify possible materials containing asbestos, arrange testing and removal of asbestos from vacant and occupied properties in accordance with the relevant legislation
10. To assist the Planned Lead in the preparation and development of contract documents.
11. To ensure following inspection of properties that rechargeable repairs are enforced.
12. To assist with the programming and co-ordination of works, to draft specifications and schedules of works, to assist in procuring contractors following the Council’s policy and procedures and to supervise the work on site.
13. Be responsible for the maintenance of up-to-date and accurate stock condition and asbestos records within the Council’s IT system
14. Be responsible for the delivery of appropriate disabled adaptations to Council properties
15. Manage the programme and scheduled work / projects in conjunction with the Planned Repairs Lead

**Internal and external communication**

1. Ensure communication is maintained at a high level to tenants and leaseholders on planned programmes of work or reactive repairs.
2. Maintain and develop good working relationships and effective systems of communication with customers, clients, contractors and other council staff, to ensure quality service delivery.
3. Ensure that technical information is provided to tenants and leaseholders in a succinct manner.
4. To receive, resolve or refer complaints as necessary.
5. Provide reports and updates as necessary to keep the Planned Lead and the rest of the team informed of projects and other relevant developments
6. Contribute to the development of the Council’s online and social media presences to aid communication and conduct customer transactions

**Other**

1. Ensure, as far as it is reasonably practicable, that all activities are conducted without risks to the health and safety of employees, customers and others
2. Follow and promote the Council’s Equality & Diversity Strategy
3. Work to enhance the Council’s reputation and that of the sector as a whole
4. Deputise for the Planned Lead where appropriate
5. First point of contact in the resolution of service complaints
6. Attend out of hours meetings as necessary
7. Carry out any other duties commensurate with the role

**DATE LAST UPDATED:** February 2017