EXETER CITY COUNCIL

**Person Specification**

**JOB TITLE :** Planned Works Surveyor

**GRADE :** 8 **POST NO :** 3397

**SERVICE :** Housing

**UNIT :** Housing Assets

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| **SELECTION CRITERIA** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** | **CATEGORY** |
| **QUALIFICATIONS**  A qualification in a recognised relevant discipline (for example surveying, construction or housing and maintenance) e.g HNC or proven equivalent expertise  Accredited Domestic Energy Performance Assessor  Membership of CIH, RICS, CIOB | **✓** | **✓**  **✓** | A, C  A,C  A,C |
| **EXPERIENCE/KNOWLEDGE SKILLS**  Knowledge of building construction and building defects  Knowledge of the Decent Homes Standard  Proven experience and knowledge of undertaking building surveys  Experience of preparing work specifications and drawings (including Void properties)  Experience of the delivery of planned maintenance programmes / reactive repairs, managing contracts and contractors  Experience of recording performance and customer satisfaction  Familiarity and knowledge of current legislation relating to the provision of a programmed works service including Health & Safety (for example HHSRS, asbestos, CDM regulations).  Knowledge of Building Regulations and British Standards  Understanding and commitment to the principles of equality and diversity and their application to the housing service.  Ability to communicate effectively and appropriately to a variety of audiences, across a range of disciplines  Knowledge and ability to use CAD (computer aided design) software  Understanding and / or the ability to learn ECC procurement processes, contract management and administration  Ability to analyse and interpret written and electronic data  Excellent written and verbal communication skills | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓** | A, I, T  A, I  A, I, T  A, I  A, I  A, I  A, I  A, I  A, I  A, I, T  A, I  A, I    A, I  A, I |
| **SPECIAL REQUIREMENTS/ATTITUDE**  To use initiative and team work to provide good customer service.  A positive and flexible “can do” attitude  Ability to access confined spaces or climb ladders in order to carry out a survey  Must be prepared to travel to various sites and other venues and potentially attend meetings outside of normal office hours | **✓**    **✓**    **✓**  **✓** |  | A, I  A, I  A, I  A, I |
| **OTHER** |  |  |  |

**COMPLETED BY: Service Lead Housing Customers**

**DATE:** August 2014