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 expertiseAccredited Domestic Energy Performance AssessorMembership of CIH, RICS, CIOB | **✓** | **✓****✓** | A, CA,CA,C |
| **EXPERIENCE/KNOWLEDGE SKILLS**Knowledge of building construction and building defectsKnowledge of the Decent Homes StandardProven experience and knowledge of undertaking building surveysExperience of preparing work specifications and drawings (including Void properties)Experience of the delivery of planned maintenance programmes / reactive repairs, managing contracts and contractorsExperience 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 StandardsUnderstanding 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) softwareUnderstanding and / or the ability to learn ECC procurement processes, contract management and administrationAbility to analyse and interpret written and electronic dataExcellent written and verbal communication skills |   **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**    **✓**   |  **✓** | A, I, TA, IA, I, TA, IA, IA, IA, IA, I A, I A, I, TA, IA, I  A, IA, I |
| **SPECIAL REQUIREMENTS/ATTITUDE**To use initiative and team work to provide good customer service. A positive and flexible “can do” attitudeAbility to access confined spaces or climb ladders in order to carry out a surveyMust be prepared to travel to various sites and other venues and potentially attend meetings outside of normal office hours |   **✓**     **✓**      **✓**    **✓**   |      | A, IA, IA, IA, I |
| **OTHER** |  |  |  |

**COMPLETED BY: Service Lead Housing Customers**

**DATE:** August 2014