**Property Surveyor - Cyclical and Planned**

**CH41, Birkenhead, Metropolitan Borough of Wirral**

**Salary: £30,000 - £31,963 per annum / Car Allowance**

Looking for an experienced Property Surveyor to fill a key role in our Assets Team.

**Key Areas:**

* Assist with where directed, the proper, efficient development and execution of the Association’s Asset Management, Repairs and Maintenance, Development, Facilities and Health and Safety functions.
* Ensure that a full programme of compliance is commissioned, undertaken and reported back to the Head of Asset Management to ensure the Association is fully compliant with law and best practice in the industry.
* Ensuring that the Association’s properties continue to be maintained to the Decent Homes Standard through survey and programmes of works.
* Ensuring that the maintenance service is offered to the tenants in an effective, timely, efficient value for money way that meets with their high satisfaction and ensures health and safety of both tenants and contractors.
* Ensuring communal areas and fittings are maintained in a way that meets legislative and regulatory requirements.
* Ensuring that budgetary provisions for day-to-day and cyclical maintenance programmes are monitored and controlled to avoid overspend.
* Assist in the smooth day-to-day running of the Asset Management Team (and Association by contributing to the objectives set out in the Business Plan).
* Under take Energy Performance Certificates as required for the Associations stock.
* Carry of Fire Risk Assessments to ensure the Association is compliant with the Fire Regulatory Reform Act.

**Main Tasks:**

* Co-ordinating with the Property Support Officer over receiving, recording and processing of requests for repairs and programmes of work e.g. gas servicing.
* Assessing the extent for programmes of painting, repairs, renewals and improvements, instructing appropriate contractors and monitoring their performance.
* Run planned works projects from inception to completion, including specifying and obtaining prices for works, overseeing works on site and acting as contract administrator.
* Carry out a system of annual appraisals of Contractors performance.
* Maintain systems of annual servicing of equipment, appliances and fittings.
* Receive, check and authorise invoices for payment within budget and authorisation levels.
* Carry out inspections of void properties and arrange for return to Housing Management after any necessary work.
* Prepare periodic reports where required on project and/or budgetary control or the Association’s Property & Finance Sub Committee and Senior Management Team.
* Provide advice and guidance on queries raised by tenants, customers, suppliers and colleagues.
* Represent the Association at the CHANWA Asset Management group meetings as required.
* Provide out of hours support as required.
* Ensuring participation in identifying his/her own training and development needs and to bring these to the attention of the Head of Asset Management. To co-operate with training and development offered by the Association.
* Contribute to the achievement of the Association Business Plan with particular regard to the continuous improvement of financial systems.
* Undertake other associated duties as may be required from time to time.
* To cover for/assist the “Property Surveyor – Repairs” when required

**Education and Training:**

· Basic literacy and numeracy. ‘O’ Levels / GCSE or equivalent in English language and mathematics

· Possess ONC or equivalent in a building related topic

· Possess craft or City & Guilds qualifications in a building related topic

**Skills and Experience:**

· Experience of inspecting defects in dwellings and specifying cost effective repairs

· Experience of supervising contractors on site

· Able to carry out domestic surveys, determine necessary remedial works and specify appropriate repairs

· Have a good working knowledge of building

· Experience of housing maintenance work in a housing association, local authority or similar organisation

· Preparation of insurance claims and dealing with loss adjusters, residents and/or their representatives construction, building regulations and Health & Safety legislation

· Able to negotiate with contractors

· Able to understand and implement the Association’s standing orders

**Personal Attributes:**

· Able to work on own initiative to organise own workload and establish priorities

· Able to maintain site records and effectively organise diaries

· A commitment to the provision of a quality service

· Able and willing to work and participate as a member of a small team

· Self-motivating / self-reliant

· Able to comply with the Association’s policies and procedures

**Personal:**

Circumstances

· Possession of a full, clean driving licence

· Ability to work in the office and visit estates

· Ability to undertake necessary travel