

POST TITLE	PRESERVATION SURVEYOR
DIRECTORATE	PLACE
SERVICE	HOUSING OPERATIONS
RESPONSIBLE TO	SURVEYING TEAM LEADER
NUMBER OF POST HOLDERS	4
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

Dampness, mould and condensation causes serious problems to our Council homes as a Preservation Surveyor you will be responsible for delivering high quality, customer focused outcomes in relation to preservation, dampness, condensation and mould works in Council tenant homes. Responsible for ensuring that the policies and procedures comply with all relevant legislation and regulation and for ensuring that services support the delivery of the Council's strategies.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Investigate the root causes of damp, condensation and mould by determining the source of moisture.
- Manage the works to rectify the damp, mould and/ or condensation.
- Analyse the existing damp proof course, inspect any problems with the building structure externally and internally, checking condition of roof coverings and chimney stacks, condition of all rainwater good (blockages or cracks) and looking out for potential future problems caused as a result of damp (for example: dry rot or wet rot).
- Use a risk based approach to identify health and safety hazards for tenants/employees and contractors and putting in place mitigating factors, such as recommending decants when a home becomes un inhabitable due to damp, mould or condensation.
- Support the delivery of major programmes of works to agreed costs, time scales and standards ensuring that the services are aligned with national policy, the city housing strategy and comply with legislation and regulation.
- Deliver effective, customer focused Housing Services to support localities.
- Ensure Service objectives are met and that all risks to performance are identified, assessed and reported to Surveying Team Leader.
- Support the relationship and services to homeowners in ex-Council properties, in particular to those who participate in Council-led investment programmes.
- Take an effective role when contributing to the continuous improvement of the Housing Service functions. Actively encourage cultural change, ongoing service improvements and create a climate of excellence in order to meet the objectives of the service.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Hold a relevant professional qualification Certified Surveyor in Remedial Treatments (CSRT) or equivalent in a relevant professional discipline and have relevant experience in the preservation, dampness and mould environment. In exceptional cases this requirement may be satisfied through relevant experience and demonstrated competence.
- Risk management, performance monitoring and control, and project management skills (preferably using PRINCE2 methodology) etc.
- Evidence of continuing professional development in their professional discipline and a broad understanding of current issues in local government are essential.
- Organise and manage your own work load, ensuring quality and performance standards are met.
- Produce high quality informative reports and other written work, often working to deadlines.

- Undertake complex cost/benefit analysis and risk assessments when determining the most appropriate solution.
- Bring into the Council annual income through professional fees from communal works with homeowners and from internal clients to support the Council's revenue budget. Develop mixed tenure on site arrangements that positively engages with private owners to carry out essential joint communal building fabric works with the Council. The resultant fees from owners covering in-house professional fees to be used to support the Council's General Fund budget.
- Develop and maintain effective relationships with a diverse range of people and organisations, communication with the public and elected representatives in relation to service design and delivery.
- Develop and lead a range of multiagency groups in order to take forward service design and policy development, procedure development to negotiate funding or contribution to initiatives.
- Positively engage with tenant and homeowner representative groups and individuals to promote the joint carrying out of works to communal parts of housing blocks.
- Positively supportive tenant communication.
- Ownership of damp, condensation and mould cases until fully resolved.
- Health and safety management in relation to damp, condensation and mould.
- Represent the Council at mediation, arbitration in relation to preservation, damp, condensation and mould matters.
- Contribute to the development and review of policy and procedures within in specific remit impacting across Housing Service functions.
- Required to provide and consider appropriate advice at professional level in operational decision making. Decisions will be made on appropriate guidance to staff and interpretation of legislation policy and strategy and in compliance with relevant statutory duties, financial targets, performance targets, procurement rules, technical standards and financial regulations.
- Responsible for delivering service within budget, on time, to agreed standards, that will require making decisions on budgets, product standards and contractors. Contact the Surveying Team Leader to review progress against agreed objectives and seek advice on complex or unusual issues. Contribute to the development and review of policy and procedures within in specific remit impacting across Housing Property Management functions.
- Required to provide and consider appropriate advice at professional level in operational decision making. Decisions will be made on appropriate guidance to staff and interpretation of legislation policy and strategy and in compliance with relevant statutory duties, financial targets, performance targets, procurement rules, technical standards and financial regulations.
- Responsible for delivering service within budget, on time, to agreed standards, that will require making decisions on budgets, product standards and contractors. Contact the Surveying Team Leader to review progress against agreed objectives and seek advice on complex or unusual issues.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Required to operate effectively in a dynamic environment. The demands of best value, partnership working and local governance arrangements will impact on the complexity of this post.
- Operate effectively in a dynamic environment, managing often opposing views and priorities, ensuring that a balanced and customer-focussed approach is taken while meeting the regulatory obligations and the strategic aims of the Council.
- Primarily on-site attendance required in a building maintenance and construction environment with sometime in an office or meeting environment.
- Sometime spent in awkward postures/cramped conditions when surveying buildings.
- Office based but with some on site activity in all weather conditions in a building maintenance and construction environment and within tenants properties, some of whom have challenging lifestyles.
- Will spend 50-75% of their time on site in all weather conditions, which may have a requirement for extended periods of exposure to noise, and regularly working from scaffolds or at heights.
- Will at times be working within a live construction environment requiring access all areas of a building through a variety of methods including external access equipment such as scaffolds and mobile access platforms all within a properly risk assessed environment complying with health and safety and Council guidelines and policy.

- Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. Health and safety guidelines with risk assessments should be adhered to when conducting site visits. Operate in accordance with the Council's Lone Working policy.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The postholder will have responsibility for consultants/ contractors working on preservation, damp, condensation and mould works.

RESOURCES

- Responsibility to undertake surveys and audits of several projects, varying in size and complexity, carried out by external contractors and in house service delivery teams.
- Will utilise specialist measuring and moisture equipment when carrying out role.
- Will be responsible for ensuring works takes place to address the root cause this could be contractors or in house resource.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).