

JOB DESCRIPTION

LOCATION: Housing

POST: Property Inspector

POST NOS: H015

GRADE: Grade SO

RESPONSIBLE TO: Repairs and Voids Manager

JOB SUMMARY:

- To be responsible for detailed inspections to assess the landlord responsible repairs, the condition, compliance and safety standards of the housing stock. These include but not limited to:
 - Tenanted and Void Property Inspections
 - Awaab's Law Assessment's
 - Housing Health and Safety Rating System (HHSRS) surveys
 - Disrepair Inspections and Scotts Schedule
 - Contractor Schedule of Works
 - Post Inspections
 - Decent Homes / Stock Condition re-assessments
- To be responsible for the responsive maintenance of a proportion of the Council's housing stock, as required to ensure service delivery is maintained.
- To support the management of external contractors through effective management of the work phases.
- To be primarily responsible, under the direction of Repairs and Voids Manager; with close working relations with the compliance and repairs administration teams.

MAIN DUTIES AND RESPONSIBILITIES:

1. To be responsible for the responsive maintenance as detailed above.
2. To provide full ownership of inspections following housing queries or complaints, assessing what action is necessary, and issuing works orders to the DLO, or specialist contractors, for the necessary work.
3. To provide written reports following each inspection within 3 working days to the tenant and throughout the work to ensure the tenant is kept informed.
4. Updating the MRI Housing Software modules or other SDDC Systems to provide accurate record keeping as required under statutory regulations.

5. To carryout post inspections of maintenance work to Council properties when advised as complete, including liaising with the DLO, or specialist contractor, to ensure everything is satisfactory, before authorizing payment,
6. To assist the Repairs and Voids Manager in the day-to-day maintenance of the Council's housing stock, obtaining quotations, raising orders, certification of payment to contractors, and monitoring and controlling the budget for these works.
7. To prepare reports and attend meetings and training as required.
8. To assist the development of and ensure adherence to the safety policies and procedures of the Council and Housing Services, and statutory requirements regarding matters relating to Health and safety legislation requirements, risk assessments and Codes of Practice.
9. To undertake such other duties commensurate with the experience of the post holder and the grading of the post.

SPECIFIC RESPONSIBILITIES:

1. As directed by the Repairs and Voids Manager, supervise a program of works that go through the Council's insurers, Structural works and or Disrepair cases.
2. To undertake Housing health and safety rating system (HHSRS) surveys / Awaab's law assessments and offer advice on Damp, Mould, and Condensation.
3. To carry out surveys and provide reports in support of applications by tenants to purchase their homes under the Government's Right to Buy scheme.
4. To assist the Repairs and Voids Manager in any periodic surveys of Council properties to update information for programming of future planned maintenance works.
5. To prepare cost estimates and plans for small works schemes.
6. To deal with queries from Councilors and members of the public courteously and in a helpful manner.
7. To cover the Voids Supervisor and work with them to ensure that properties meet Decent Homes and the Council's lettable standard. To monitor and control works that need to be carried out to properties which are void pending re-letting, advising when these are expected to be available for re-letting and assessing the standard of any tenants' improvements for possible compensation.

