

## Job Description

<b>Job Title:</b>	<b>Building Surveyor</b>
<b>Reporting to:</b>	Senior Surveyor
<b>Department:</b>	Asset Management
<b>Direct Reports:</b>	None
<b>Budget:</b>	None
<b>JD date reviewed:</b>	March 2023
<b>Job Level:</b>	14

### Job Purpose

Maximise the integrity of Eastlights asset data to ensure the efficient investment in our homes and broader assets.

### Key Strategic Responsibilities

- To carry out a surveying service including the following:
- Stock condition surveys on all Eastlights habitable and non-habitable assets including residential property, offices, commercial buildings and plant in line with the Asset Management Strategy, including validation surveys
- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation
- Completion of structural and building surveys, including management of a third-party structural engineers, to properly identify causation and make recommendations for remediation
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- Carry out investigations relating to disrepair claims. Manage a caseload of disrepair claims, including the legal process
- Energy Performance Certificates on habitable assets
- Retrofit Assessments to support delivery of Retrofit Programmes
- Complete Housing Health and Safety Rating System (HHSRS) assessments to identify any risks within our homes
- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation
- Completion of structural surveys and management of a third-party structural engineer to properly identify causation and make recommendations for remediation
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- To carry out stock condition surveys on all Eastlights habitable and non-habitable assets including residential property, offices, commercial buildings and plant
- To complete Energy Performance Certificates and energy data capture to inform Keystone and SAVA systems. To carry out retrofit assessments where required

- Carry out investigations relating to disrepair claims. Manage a caseload of disrepair claims, including the legal process
- Carry out other building surveys to Eastlight assets as required
- To complete Housing Health and Safety Rating System (HHSRS) assessments to identify any risks within our homes

### Key Functional Responsibilities

- Completion of Damp and Condensation surveys (intrusive where required) to properly identify causation and make recommendations for remediation
- Completion of structural surveys and management of a third-party structural engineer to properly identify causation and make recommendations for remediation
- Manage, monitor and progress insurance claims, including third party liability and property claims and to carry out inspections and investigations in relation to any insurance claims
- Specify and tender remedial works to remedy building defects including damp, condensation and structural works as required. Ensure Eastlights standing orders are complied with
- Undertake property inspections relating to Landlord's consent and provide technical knowledge to make / refuse decisions
- To carry out stock condition surveys on all of Eastlights habitable and non-habitable assets including residential property, offices, commercial buildings and plant, including validation surveys
- To complete Energy Performance Certificates on Energy Performance Certificates and energy data capture to inform Keystone and SAVA systems. To carry out retrofit assessments where required
- Utilise energy assessment and analysis software to assist in developing roadmaps for EPC C and Net Carbon Zero targets
- Identify products and technologies for driving energy efficiency and carbon reduction to help meet Retrofit targets
- Carry out investigations relating to disrepair claims. Manage a caseload of disrepair claims, including the legal process
- Carry out other building surveys to Eastlight assets as required
- To complete Housing Health and Safety Rating System (HHSRS) assessments to identify any risks within our homes
- Maintain excellent communication with customers

Person Specification	
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• HNC/HND in Building Surveying or Building Studies / Construction or equivalent</li> <li>• CIOB/RICS membership or working towards</li> <li>• Working towards obtaining Domestic Energy Assessor and Retrofit Assessor qualification</li> <li>• Evidence of Continuing professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven surveying experience and exceptional surveying skills</li> <li>• Experience of working in social housing environment</li> <li>• Experience of defect identification, causation and mitigation</li> <li>• Knowledge and experience of managing structural and Damp &amp; condensation surveying projects, including the management of third-party engineers</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of relevant construction / health and safety legislation and regulations, including knowledge of the Housing Health and Safety Rating System (HHSRS)</li> <li>• A responsive constructive and flexible attitude towards working arrangements within a team environment</li> <li>• Demonstrate ability and commitment to customer care</li> <li>• A commitment to seek new ways of working to achieve continuous improvement</li> <li>• Proven strong communication skills</li> <li>• Proven IT skills including using Microsoft packages and report writing skills</li> <li>• Competent using Microsoft packages and report writing skills</li> <li>• A commitment to seek new ways of working to achieve continuous improvement</li> <li>• Must have a current UK driving license and use of a car</li> </ul>