

Job Description

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| Job Title: | Surveyor/Site Manager |
| Division: | Repairs and Maintenance |
| Reports to: | Contracts Manager |
| Direct Reports: | Contracts Manager and Client |
| Main Interfaces: | Residents, Clients, Staff and Subcontractors |

Overall Purpose

Building Surveyor/Site Manager with responsibility of delivery of an effective and efficient insurance service - ensuring that we maintain good quality work, carried out safely, on time, and in accordance with an accurate specification, with minimum inconvenience to the residents in occupied premises.

Key Tasks / Activities / Responsibilities

- Liaise closely with RLOs and Client; inform, advise and ensure that RLOs are always provided with up-to-date information on programmed dates, schedules, progress and likely impact of proposed and ongoing works, to facilitate delivery of a good quality service to residents
- Produce a detailed Schedule of Conditions, and photographic records to capture such conditions prior to commencing works, work with loss adjustors as required to form agreement
- Ensure that all residents belongings are set aside from the works and that adequate protection is always in place prior to, and indeed as works proceed
- Carefully review all work orders and specification prior to authorising the subcontractor to commence or proceed with such works; Notify the Contracts Manager immediately of all inconsistencies and inaccuracies identified in such works specifications as and when they arise
- Detail and document all instructions, variations and additional works received from Clients and Client Agents on variation ('Confirmation of Instructions / Additional Works') sheets prior to executing such instructions
- Ensure that all such Variation sheets are appropriately completed and signed by the Client and Client Agent; provide the Contracts Manager with such signed copies at the earliest opportunity
- Ensure that the Construction Phase Health & Safety File is present, updated and maintained on site
- Plan, programme and coordinate efforts of Operatives and Subcontractors such that works progress regularly, and are completed promptly and in accordance with the contract provisions, with the least amount of disruption and inconvenience to the residents in occupations
- Ascertain that all Subcontractors and operatives carrying out any works on site have been inducted; ensure that every operative is appropriately qualified to carry out the operations they propose to engage; obtain and ascertain that method statements issued by Subcontractors are adequate and acceptable prior to authorising works to proceed
- Ascertain that all Heating and gas works specified have been brought to the attention of the Gas Qualifying Manager prior to authorising such works to proceed on site
- Take all necessary actions to ensure a safe and secure site, particularly as site will very often be within occupied premises; be aware of sources of significant hazards on site, and eliminate such - consider scaffolding and access equipment, PPE, temporary supply of electricity to portable equipment, buried or hidden services, site tidiness, rubbish removal from site, dust and fumes, asbestos, working with disabled, young, old or vulnerable residents etc.
- Ensure that Personal Protective Equipment (PPE) are worn by all Operatives and Visitors to site in accordance with good practice and statutory requirements
- Monitor and regularly inspect works in progress to ensure that works are being carried out in accordance with the contract specification; snag and correct substandard works as necessary even as works progress
- Prepare snagging list at the earliest opportunity and promptly issue such for the record of the Contract Manager
- Confirm satisfactory completion of all works or snagging in person by visual inspection of the works on site
- Ensure cooperation and work in conjunction with the Resident Liaison Officer (RLO) to realise the

successful completion of works at each site

- Ensure that works are completed on schedule, and the site is prepared ready and to the satisfaction of the client to the extent that a Practical Completion Certificate is duly issued
- Complete a daily logbook detailing site visits, meetings, observations and action taken, with all corresponding dates and times noted; such logbook should be legible and available for inspection by the Contract Manager upon request
- Provide any other reports that may be requested by Clients, the Contracts Manager or the Commercial Manager
- Attend monthly contract meetings and provide Contracts Managers with progress reports as and when requested
- Actively ensure the utmost confidentiality in dealing with all records and information you become aware of in the course of works, pertaining to the company, its staff or to residents
- Provide other ad hoc duties deemed necessary by the Contracts Manager or the Commercial Manager for the efficient running of the Maintenance Division
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance

Person Specification

Key Knowledge

- Good detailed construction knowledge acquired preferable from a background in a building construction trade
- Awareness of applicable Health & Safety Legislation and the implications of such provisions
- A basic I.T knowledge is required as you will be required to communicate routinely by email
- An awareness of the Government's Decent Homes Initiative
- Previous experience of Decent Homes Programmes
- Previous work experience with Local Authorities or Social Housing Providers
- A basic knowledge of Microsoft Office Word and Excel will be beneficial

Key Skills

- Good organisational, scheduling and planning skills
- Good interpersonal skills; must enjoy working with people on a personal level, and be approachable, tactful and diplomatic
- Good communication skills; must be able to communicate very confidently both verbally and in writing
- Ability to work on your own initiative, and as part of a team
- Must hold a current driving licence, as you will be required to drive

Key Experience

- Must have a good working experience of a customer services environment.
- Must have a good experience of working in a busy environment, and delivering to strict deadlines

Other Key Information

- Must be flexible regarding travelling and working at various sites, and attendance at evening meetings
- Full Clean driving license
- Clean DBS
- You must own an Android or IOS mobile phone which you will use as part of your job (BYOD)
- All staff has a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: