



## Job Description and Person Specification

<b>Job Title</b>	Maintenance Inspector	
<b>Post Number</b>	P1950	<b>JE Ref:</b>
<b>Grade</b>	Grade 6	
<b>Other Payments</b>	Essential Car user allowance, Professional Membership Fees, Standby Payments	
<b>Job Family</b>	Technical and Professional	
<b>Directorate</b>	Community Place and delivery	
<b>Progression</b>	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
<b>Hours per week</b>	37	
<b>Accountable to</b>	Contracts Manager	
<b>Date created/ reviewed</b>	March 2024	

### JOB DESCRIPTION FOR MAINTENANCE INSPECTOR

#### Job Purpose

The purpose of this post is to provide support to the Asset Management (Repairs) team in inspecting and specifying jobs required and also post inspection of a range of repairs carried out by our contractors.

The postholder should have excellent customer service skills and as well as managing own workload be open to others managing their diary

#### Accountabilities

1. To carry out inspection of tenanted properties with a view to diagnosing maintenance items including specifying and ordering day to day repairs.
2. More complex repairs to be passed to a surveyor or MSPS for confirmatory diagnosis and specification
3. Quality inspection of ongoing repair works including contractor liaison and on-site monitoring of works
4. Post inspection of void properties prior to hand back by our void contractors
5. Reviewing and agreeing specifications for voids which fall outside the PPV model

6.	Ensuring when undertaking inspections that contractors comply with Health and safety and other legal obligations in relation to gas, asbestos, legionella and other service contracts
7.	Carrying out inspections of properties as part of the mutual exchange process and reporting findings back to the relevant parties
8.	Working with garage management officer to progress repairs on garage sites and also carry out quarterly health and safety inspections in the absence of the garage management officer
9.	Dealing with requests for consent to tenant improvements either prospectively or retrospectively and maintaining a database of requests and approvals/rejections
10.	Managing and tracking repairs carried out on behalf of other smaller landlords

## **Demands**

<p>Excellent communication skills with tenants and residents with the ability to resolve situations efficiently and effectively;</p> <p>Good interpersonal skills including the ability to communicate effectively verbally and in writing Ability to deal effectively with internal officers, members, client groups and external agencies at all levels;</p> <p>Self-motivated and ability to work on own initiative;</p> <p>Innovative, problem solving, negotiating, influencing, persuasion, pragmatic / outcome focused approach;</p> <p>Excellent time management, organisational and planning skills;</p> <p>Awareness of working in a political environment and ability to work with elected members and other stakeholders;</p> <p>Ability to work in an office environment and develop/maintain positive and collaborative working relationships with colleagues;</p> <p>Ability to identify possible hazards and risks to self and others in the course of their work and take appropriate action</p> <p>Ability to work in filthy conditions as a result of hoarding/pest infestation</p> <p>Ability to drive around the district – occasionally in extreme weather (snow/high winds and rain)</p>
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## **Working Conditions**

<p>Ability to work in an open office with interruptions throughout the working day</p> <p>Ability to work in the office and carry out site visits – sometimes in extreme weather</p>
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## Other Employment Requirements

<p>Full driving licence and use of a car insured for business purposes</p> <p>The post holder should be available approx. 1 week in 8 to take part in the emergency out of hours repairs rota. Taking approx. 1-4 calls per week</p> <p>The postholder may be called upon out of hours in the event of a disaster recovery situation</p>
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<b>ROLE SPECIFIC PERSON SPECIFICATION MAINTENANCE INSPECTOR</b>				
<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Values and Behaviours</b>				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
<b>Qualifications</b>				
Q1	Possession of HNC in Building or equivalent, or the willingness to work towards a relevant qualification.	X		A,D, I
Q2	Full, clean driving license	X		A,D,I
<b>Knowledge</b>				
K1	Working knowledge of construction and building technology	X		A,D,I
K2	Knowledge of health and safety legislation relevant to housing sector incl asbestos, CDM, legionella	X		A,D,I
K3	Working knowledge of construction and building technology	X		A,D,I
<b>Experience</b>				
E1	Experience of pre and post contract property maintenance works.	X		A,D,I
E2	Some experience of repairs and maintenance inspections in a social housing environment	X		A,D,I

E3	Significant experience of record keeping, data recording	X		A,D,I
E4	Good ICT skills including experience of using Microsoft Office products.	X		A,D,I

**Method of Assessment Codes**

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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*For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)*