

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Property Surveyor	Grade:	PO4
Reports to (Designation):	Senior Property Surveyor	Grade:	PO6
Directorate:	Quality and Investment	Section:	Stock Investment & Asset Management (SIAM)

Main Purpose of the job:

To deliver high-quality property surveying services across the Council's housing stock, carrying out inspections, diagnosing defects, preparing specifications, and ensuring timely and effective delivery of HRA capital and remedial works.

The Property Services Surveyor will support the Senior Property Surveyor with complex cases, contribute to contractor management, and provide technical expertise to ensure a safe, compliant, and customer-focused repairs service.

Summary of Responsibilities and Personal Duties

- Carry out a range of property inspections including responsive repairs, damp and mould, HHSRS hazards, building defects, voids, and condition surveys.
- Diagnose root causes of building defects and identify appropriate remedial solutions.
- Prepare detailed work specifications, schedules, and drawings where required.
- Ensure inspections and works comply with Building Regulations, Health & Safety legislation, and Council policies.
- Scope, specify, and raise works orders using schedule of rates or composite values.
- Monitor contractor performance, ensuring quality, value for money, and adherence to specifications.
- Validate variation requests, ensuring accuracy and appropriate cost control.
- Carry out post-work inspections and sign-off, addressing quality or customer issues as needed.
- Manage a caseload of repair requests, ensuring investigations and resolutions are delivered within priority timescales.
- Provide clear technical advice to residents, colleagues, contractors, and stakeholders.
- Support responses to escalated complaints, Members' enquiries, and complex cases under Senior Surveyor guidance.
- Support the Senior Property Surveyor with technical input on disrepair, damp, mould, and complex structural cases.
- Assist in preparing evidence, reports, and photographic records for legal or insurance claims.
- Ensure accurate record-keeping and data entry into property and asset systems.
- Identify recurring issues and recommend improvements to reduce repair demand and improve asset performance.

- Contribute to maintenance planning and stock condition intelligence.
- Maintain professional knowledge and deliver duties in line with the Council's codes, policies, and procedures.
- Participate in training and development activities to support career progression.

Internal Contacts

Stock Investment Managers, Asset Managers, Contract Managers, Repairs Managers, Technical Surveyors, Housing Officers, Customer Services, Legal Services, Finance, Procurement, and other council teams.

External Contacts

Residents, leaseholders, MPs' caseworkers, contractors, consultants, surveyors, legal representatives, and public bodies.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

PERSON SPECIFICATION

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

DBS Disclosure Required? Yes – Basic

(Tick as appropriate – guidance available from your HR Advisor)

PERSON SPECIFICATION

JOB TITLE: Property Surveyor

POST NO:

DEPARTMENT: Housing Services

GRADE: P04

Knowledge:

- Sound knowledge of building pathology, housing construction, and repair techniques. **S**
- Understanding of housing maintenance, H&S legislation, and contract management. **S**
- Awareness of Decent Homes, damp, mould, HHSRS, and relevant regulatory frameworks. **S**

Skills:

- Strong diagnostic, analytical, and problem-solving abilities. **S**
- Effective communication skills, able to explain technical issues clearly. **S**
- Ability to manage a varied caseload and maintain accurate records.
- Competent using surveying tools, IT systems, and mobile technology.
- Ability to work flexibly across office and site locations.

Experience:

- Experience inspecting domestic properties and specifying works.
- Experience working within a repairs, maintenance, or housing environment. **S**
- Experience monitoring contractor performance and quality.

Professional Qualification and Education:

- Degree or equivalent qualification in Building Surveying or a related field.
- HNC/HND in Building Surveying or equivalent experience. **S**

Equality & Diversity:

- Demonstrates commitment to equality and diversity in service delivery and employment. **S**