

Repairs & Building Safety Surveyor

Location: On-site at various locations, Newham or Tower Hamlets, London

Reporting to: Head of Property Services

Contract Type: Full-time

Salary: £45,000- 50,000 p.a.

About us

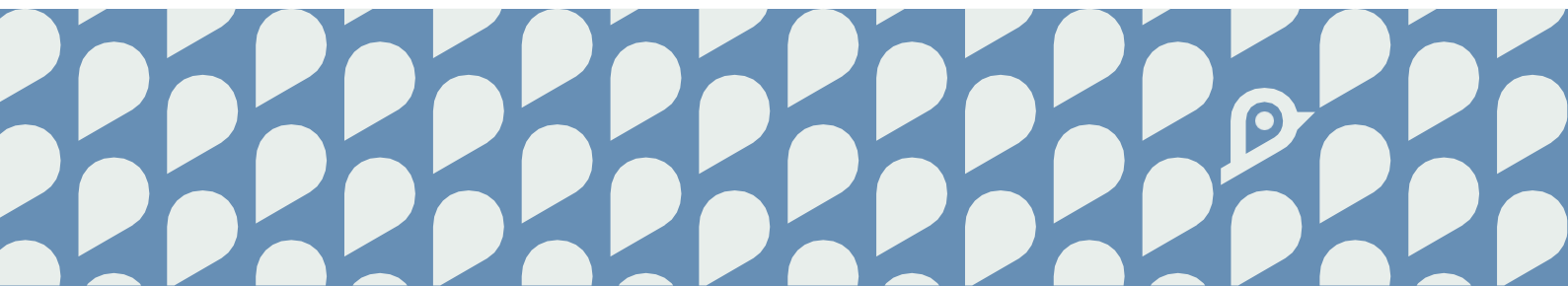
We're growing fast – as Newham's housing delivery company Populo Living Group has built just under 1,000 homes and has a pipeline of several thousand more to come. We manage over 500 private homes, in addition to over 250 affordable homes via Populo Homes, our registered provider subsidiary. Our developments range in size from small infill to large scale sites, including the reimagining of the Carpenters Estate in Stratford, one of the most exciting regeneration projects in the UK. We are committed to building more and better homes for the residents of Newham, including high proportions of affordable homes.

Job Description

The Repairs and Building Safety Surveyor is responsible for overseeing the maintenance, repair operations and compliance of Populo buildings and estates. The role involves conducting damp and mould surveys, stock condition surveys, pre and post void inspections and identifying maintenance needs, and coordinating repairs to ensure the safety, functionality, and aesthetic quality of properties. This position requires a combination of technical expertise, problem-solving skills, and the ability to work with contractors, customers, and internal teams.

Key Responsibilities:

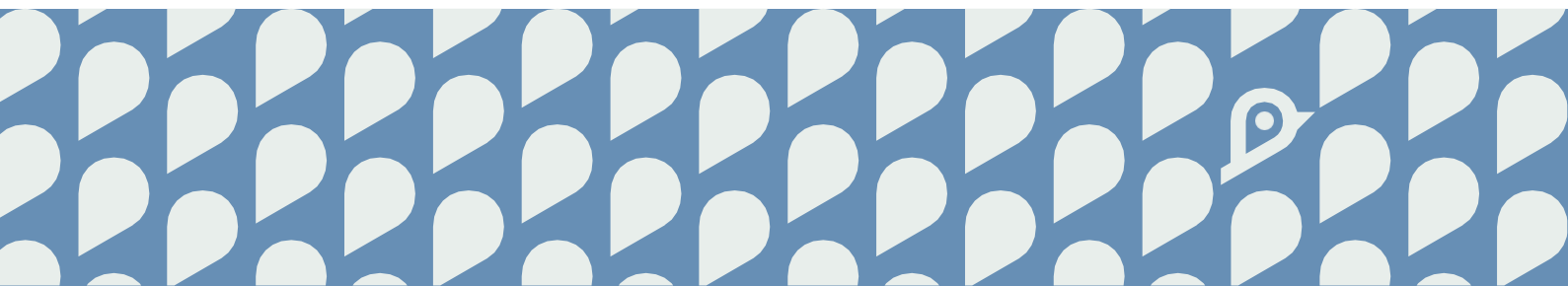
- **Surveying and Inspection:**
 - Conduct thorough inspections and surveys of buildings to assess their condition and identify repair, maintenance, or compliance needs.
 - Prepare detailed reports based on inspections, highlighting necessary repairs, and prioritising any HHSRS works.
 - Ensure compliance with health and safety regulations during inspections and repair work.
- **Repairs and Maintenance:**
 - Manage and coordinate ongoing repairs, maintenance, and refurbishments across a portfolio of properties.
 - Oversee the planning and execution of repair work, ensuring quality standards and deadlines are met.
 - Develop and implement preventative maintenance programs to prolong the life of the buildings and equipment.



- Carry out pre and post inspections as well as occasional inspections of contractor's work whilst on site.
- Budget and Cost Management:
 - Prepare cost estimates and budgets for repairs, maintenance and compliance works.
 - Monitor costs, ensuring that repairs and maintenance projects are completed within budget.
 - Review invoices from contractors and service providers and approve payments.
- Liaison and Coordination:
 - Act as the point of contact between the organisation, contractors, and customers, ensuring clear communication.
 - Manage relationships with contractors and service providers to ensure effective service delivery.
 - Work closely with other departments (e.g., Housing Services, Construction) to align on projects.
- Documentation and Reporting:
 - Maintain accurate records of inspections, repairs, and maintenance activities.
 - Prepare detailed reports for senior management and stakeholders.
 - Ensure all work is documented in accordance with company policies and industry regulations.
- Health & Safety Compliance:
 - Ensure all work is carried out in compliance with relevant health and safety standards.
 - Conduct risk assessments and ensure that any potential hazards are managed or mitigated.
 - Ensure that all necessary safety measures and protective equipment are in place before any work commences.
- Customer Services
- Ensure respect is shown to customers when visiting homes, taking into consideration the cultural needs of customers when entering their homes.
- Provide a professional and personable service to Populo customers.
- Carry out home visits in cases of reported disrepair or complex repairs cases.

□ Requirements:

1. Educational Qualifications:
 - A degree or HNC in Building Surveying, Construction Management, Facilities Management, or a related field is preferred.
 - Relevant certifications (e.g., HNC, HND CIOB, or equivalent) are advantageous.



2. Experience:

- Proven experience in property maintenance, surveying, or a related role.
- Experience in managing maintenance and repair projects, including liaising with contractors and suppliers.
- Previous experience working with residential or commercial buildings is desirable.

3. Skills:

- Strong technical knowledge of building structures, systems, maintenance, and compliance requirements.
- Proficiency in using surveying tools, equipment, and software (e.g., AutoCAD, Microsoft Office, Protimeter MMS3 or specialized maintenance management software).
- Excellent project management skills, with the ability to prioritise tasks effectively.
- Strong communication and interpersonal skills for liaising with clients, contractors, and internal teams.
- Problem-solving skills and the ability to handle emergency repair situations.
- Knowledge of relevant legislation, including health and safety and building regulations.

4. Personal Attributes:

- Customer focused and dedicated to providing high quality property related services to Populo residents.
- Attention to detail and a commitment to delivering high-quality work.
- Ability to work independently and as part of a team.
- Strong organisational and time management skills.
- Proactive and able to manage multiple tasks simultaneously.
- Ability to remain calm under pressure and work in fast-paced environments.
- A team player with strong communication skills.

