



Job description

Job title : **Planned & Major Works Surveyor** **Post No:**

Grade : **Grade 11**

Directorate : **Housing & Communities**

Reports to : **Senior Planned Maintenance Surveyor**

Purpose of the job

To provide a design, procurement and contract management function in relation to the planned maintenance of the Council's housing assets. To prepare production information to support projects on the Council's planned maintenance programme. Independently complete projects from feasibility to the post project review stage, in collaboration with other members of the housing team and the wider Council.

Main areas of responsibility

1. To carry out all necessary surveys and enquiries to establish the requirements of a project.
2. Prepare specifications and drawings for projects.
3. To submit statutory applications such as Building Control and Planning.
4. To liaise and consult with all stakeholders associated with the project.
5. Prepare tender documents including a KPI framework and either independently procure work or work in conjunction with the Council's procurement team depending on project value.
6. To liaise with the Council's Legal Team to award contracts.
7. From inception managing projects, leading pre-contract and scheduled monthly contract meetings, monitoring quality, monitoring programme completion and any applicable KPIs.
8. To act as the Council's lead surveyor on one off, major projects (such as major void repairs)
9. To administer variations to contracts and manage overall expenditure via application process.
10. Ensure health and safety compliance on all projects, including actions under current CDM regulations.
11. Keep up to date with legislation and technical matters through continued professional development.
12. Pro-actively seek opportunities to improve our service, listening to feedback from tenants and be integral to process reviews.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.
- **We Innovate:** Ambitious, creative and resourceful; putting customers first and learning from feedback
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work. To take responsibility for ensuring the appropriate roles are allocated and duties are actioned in line with the current CDM regulations. To ensure that all applicable health and safety regulations are implemented and followed at all stages of the project, in particular when work is on site.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

Criminal background check

Safeguarding children and adults is of utmost importance at Melton. This role has been identified as requiring a Disclosure and Barring Service (DBS) check. It is an obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status while employed.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.

Date reviewed: August 2025	Reviewing Manager: Housing Asset Manager & Senior Planned Maintenance Surveyor
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Person specification

Planned & Major Works Surveyor

Experience, knowledge and skills

Understanding and knowledge of social housing

Demonstrable experience and/or training in project management delivery within the construction industry.

Extensive worked experience of contractor management is essential.

Knowledge and experience of computer aided design (CAD) packages

Knowledge of health and safety legislation related to construction and housing compliance

Ability to design solutions and specifications

Ability to work on own initiative, manage own time and workload to meet agreed deadlines

Excellent communication skills both verbal and written

Ability to continually review and develop construction project processes

Ability to convey recommendations, ideas and concepts to managers and customers

Excellent interpersonal skills with the ability to deal with people at all levels of the business

Understanding of and commitment to Health and Safety legislation and guidance

Confident working as part of a larger multi-disciplinary team and willing to diversify to assist with projects to meet the needs of the department as a whole.

Flexible attitude and able to work under pressure

Full driving license and car available for work is required

Experience and knowledge of compiling project programmes and KPIs

Qualifications

HNC in Building Studies or equivalent is essential

A degree in a construction related discipline is desirable

GCSE A-C level in Maths & English or equivalent