

PROPERTY SERVICES CO-ORDINATOR EMPLOYEE SPECIFICATION

	Attributes	Criteria	Rank
1	Education and Training Attainments	Diploma in Building Surveying or similar Construction related Diploma or a Diploma in Building Services (Mech & Elec).	Essential
2	Relevant Experience	<p>At least 3 years' experience in a similar role.</p> <p>Previous technical / construction experience in housing.</p> <p>Previous technical / construction experience in social housing.</p> <p>Experience of supervising on-site programmes / site and maintenance inspections.</p> <p>Experience of defect diagnosis and identification of remedial works.</p> <p>Experience of pre and post inspections of repair work / adaptations.</p> <p>Experience in planned and cyclical maintenance and production of relevant inspection reports.</p> <p>Experience of carrying out feasibility studies.</p> <p>Experience of preparing / managing cyclical / planned works maintenance programme.</p> <p>Experience in procurement / contract supervision.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>
3	Knowledge and Skills	<p>Specialist role related knowledge, especially building surveying & building pathology.</p> <p>Knowledge of Health and Safety legislation and compliance within a construction setting.</p> <p>Knowledge of techniques of residential construction and their services systems.</p> <p>Knowledge of Technical Guidance Documents / Building Control Requirements.</p> <p>Financial control and budget management skills.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

		Ability to work accurately / attention to detail.	
4	Special Aptitudes	<p>Good communication skills – verbal and written, report writing & presentation.</p> <p>Ability to be self-motivated, work on own initiative and also be part of a team</p> <p>Experience in using Microsoft packages and I.T. skills to intermediate level including the use of word, excel and access.</p> <p>Experience in computerised maintenance and managing building asset databases.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
5	Additional Factors	<p>Willingness to work outside normal office hours on occasions such as attending lunch & evening meetings.</p> <p>Willingness to travel and if required overnight stays for work purposes.</p> <p>Full driving licence and use of car / Ability to meet the mobility requirements of the post.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>