

Rykneld Homes Ltd.

Job Description

Division: Property Services **Service:** Asbestos Compliance

Post: Asbestos and Legionella Surveyor

Post Number: RH155

Responsible To: Asbestos, Legionella and Lift Compliance Manager

Subordinates: None

Key Accountabilities

- To carry out asbestos management/refurbishment surveys, using a mobile device (mobile working solution) and the Company's IT systems, to RHL/NEDDC properties.
- To maintain the asbestos record system to ensure its accuracy, relevance and ease of access for all in House Teams/ Partners and Contractors.
- Produce and distribute asbestos surveys as required.
- To assist in the preparation of safe systems of work, risk assessments, specifications and procurement documents. To ensure that all of these accurately and practically take account of the asbestos present/potentially present in properties affected by the proposed works.
- Carry out minor non-licensed asbestos removal works as required (Subject to training).
- To carry out Legionella surveys and assessments to RHL/NEDDC properties (Subject to training).
- To assist the Asbestos, Legionella and Lift Compliance Manager with ensuring the business is compliant with regards to passenger lifts and lifting equipment installed within the property stock.
- To assist the Asbestos Manager to prepare reports, recommendations on the management and communication of asbestos within the Housing Stock. Assist the Asbestos Manager with the planning, co-ordination and quality assurance supervision of work on; Repairs, Voids, Adaptations, programmes of work delivered by the in-house team and external Partners/Contractors.
- Ensure that all surveys are carried out in a professional and customer friendly manner to ensure that tenants are involved and communicated with in an effective

manner and that decisions made on the repair to their property is communicated to them concisely and clearly to aid their understanding.

- Ensure that excellent standards of Customer Service are provided whilst carrying out surveys to properties highlighting any dissatisfaction that the tenant has to the Asbestos Compliance Manager.
- To assist the Asbestos Compliance Manager with the development of new policy and procedures.
- To consult with staff and tenants regarding asbestos and Legionella.
- To assist the Asbestos Compliance Manager with arranging, delivering and updating training for staff.

Main Duties and Responsibilities

- To carry out asbestos management/refurbishment surveys to RHL/NEDDC properties, primarily using a mobile device (mobile working solution).
- To undertake specific project supervision, reporting and surveying as directed on a job by job basis to assist in the delivery of one off projects.
- To assist other colleagues with general surveyor duties as directed by the Asbestos Compliance Manager.
- To liaise with the Contact Centre/ Internal works teams and external partners/contracts to deliver a value for money customer focused surveying service.
- To undertake on an appointment /demand led surveying visits to advise tenants/customers on the complete range of housing related repairs, defects, home management advice and general property condition.
- Provide specific advice to customers, stakeholders/partners internal works teams and contractors with regards to Health & Safety, technical, specifications, estimates and labour requirements relating to project work.
- To undertake works in progress, quality assessments, which may involve working in confined spaces, working at height, working in dirty and/or hazardous conditions that may include asbestos, infestations or discarded drug equipment.
- Ensure that knowledge of voids and adaptation inspections and relevant quality, safety and Building Regulation requirements is kept up to date to undertake projects in compliances of current legislation requirements.
- Undertake projects in compliance with Climate Change, Energy Conservation and sustainability issues, with awareness of the impacts on social housing sector as required.

- Identify emergency issues that require a proactive response and liaise with the relevant team on appropriate action to resolve the problem in a timely manner.
- Ensure that all verbal and written communication with tenants is in an appropriate manner so that understanding of decisions is effective. Provide clear and accurate, detailed and concise written reports, including assessment of technical compliance of tenant improvement requests.
- Schedule, arrange and carry out surveys as requested, assess and design specified works to suit project/ repair requirements.
- To work flexibly and in a proactive and/or responsive manner to meet the needs of the business, particularly given the importance of identifying and mitigating against the presence of asbestos containing materials, within dwellings managed by the company. Requests for service, testing, removal and advice are often in situations requiring an immediate response and this will involve the Asbestos Surveyor providing flexibility with their working patterns in some circumstances.
- To be responsible for a Company vehicle inclusive of ensuring asbestos containing materials are correctly and safely stored within the vehicle where necessary. The Asbestos Surveyor will also ensure the vehicle is clean and tidy and that any stock, tools, or equipment contained within the vehicle are secured, maintained and auditable. The Asbestos Surveyor will use their best endeavours to park the vehicle safely and securely overnight and all personal belongings must be removed during the overnight (outside of working hours) timeframe.

Key Contacts

- Tenants.
- Operatives (both internal and Contractor).
- Capital Programme Partners and Stakeholders.
- Home improvements, Maintenance and Repairs Operatives/Managerial Team.
- Neighbourhood Management managers and staff.
- Senior Management Team.

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Experience</u> • Have a thorough knowledge of building construction, materials, components, methods and defects. • Have a thorough understanding of project and budget management principles • Understanding of the Housing Health & Safety Rating System (HHSRS). • Gas inspection and gas safety requirements or Electrical inspection and electrical safety requirements. • Adaptation/disabilities inspection and Building Regulation requirements (particular reference to parts L & M). • Extensive post qualification experience in the construction industry • Have experience of budget management and/or monitoring • Understanding of the practical and strategic issues of the management of Asbestos within the Housing sector. • Experience of managing Legionella in domestic situations	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
<u>Qualifications</u> • BOHS P402 (minimum 2 years experience) • BOHS P405 • BOHS P900 • UKATA Cat B Work with Asbestos Training • BSC Degree in construction or equivalent • Housing Health & Safety Rating (HHSR)	✓	✓ ✓ ✓ ✓ ✓

Personal Skills/ Characteristics	Essential	Desirable
• CDM 2015 Regulations		✓
<u>Special Skills and Knowledge</u> • Contract procurement & administration • Keyboard and ICT skills • Ability to read and interpret construction drawings, inclusive of specification development and costing. • Ability to use android and tablet devices for surveying purposes. • LOLER and PUWER regulations	✓ ✓ ✓	✓ ✓
<u>Personal Qualities</u> • Commitment to equal opportunities and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. • Ability to use own initiative to problem solve and add value to organisation. • Negotiating skills for use with clients and contractors and in-house teams. • Ability to treat clients and stakeholders with courtesy and respect	✓ ✓ ✓ ✓ ✓	
<u>Special Role Requirements</u> • Willingness to work occasional unsocial hours • Holds full driving license	✓ ✓	

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.

