

DEVELOPMENT & ECONOMIC GROWTH PROPERTY SERVICES



JOB DESCRIPTION

Property Inspector

Grade LS13	Post Number: 5061
Responsible to:	<p>Facilities Management Surveyor – who will manage the work planning and day-to-day supervision of this role.</p> <p>Property Services Manager – who will have staff management and administrative control over this role.</p>
Job Objective:	Undertake site visits and property inspections as directed to gather information which can be utilised to support the effective management and development of Council owned land and building assets, and to generally assist Property Services colleagues to respond to other property related matters.
Main duties and responsibilities:	<p>This is a highly reactive role requiring daily travel to various sites to undertake property related duties and will substantially be field based but require regular and timely communication with team colleagues to update on live situations and events.</p> <p>To undertake planned/scheduled and ad hoc site inspections/visits to land and building assets, in order to:</p> <p>Obtain and record detailed information on asset condition to inform reactive or planned maintenance activity. This may include obtaining appropriate photographic records.</p> <p>Carry out site measurement or other survey work to obtain clear and accurate information.</p> <p>Provide supervised access to buildings/assets to enable maintenance works to be performed.</p> <p>Ensure that premises are secure and comply with insurance conditions.</p> <p>Check the accuracy of existing records [building or services plans, survey drawings etc] with features or arrangements on site, accurately recording any deviations or discrepancies.</p> <p>Investigate or identify defects, obtaining relevant site information to enable diagnosis by colleagues remotely.</p> <p>Check the progress or accuracy of works being undertaken by contractors in relation to agreed contract documentation including specifications, schedules of work and drawings, and record findings.</p>

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	<p>Determine whether assets are compliant in respect of Health and Safety legislation including fire safety, electrical and mechanical safety, asbestos and legionella control, and record findings.</p> <p>Identify and record whether assets are being used in a legitimate, appropriate or approved manner.</p> <p>Meet with residents, tenants, contractors, colleagues etc as required to discuss property related matters or conduct joint inspections.</p> <p>Obtain and record utility consumption information, meter readings etc.</p>
	<p>Organise and prioritise workload effectively to ensure individual and service area performance targets are met and resources are used efficiently. Similarly, to plan site inspections [vehicle journeys] to minimize travelling time/cost and to maximise site inspection time wherever possible.</p>
	<p>Support activity to protect council owned property assets ensuring that legal, financial and reputational interests are upheld.</p>
	<p>Support ongoing activity to streamline operational processes within the service area to improve efficiency including the recording and management of data.</p>
	<p>Undertake other relevant duties as may be required or directed by the Property Services Manager.</p>
<p>PREPARED BY: A Hutson</p> <p>DESIGNATION: Property Services Manager</p> <p>DATE: 26 October 2026</p>	