

Person Specification
Development & Economic Growth – Property Services
PROPERTY INSPECTOR

Grade: 13/14	Post Number: 5061	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Carrying out site visits unaided to inspect asset/building condition and then prepare digital records to capture information for remedial action or update existing records.</p> <p>Inspection of live construction sites/projects to review and record site activity including checking progress against programme and quality against construction drawings and specifications etc.</p> <p>Carrying out simple site surveying and measurement activities including the recording of relevant data/measurements and capture of photographic images.</p> <p>Carrying out site inspections to determine, record and respond to site/project safety, checking compliance with in-house standards and statutory legislation.</p> <p>Communicating in a timely and effective manner with various parties including team colleagues, contractors, building tenants/asset users and the general public.</p>	<p>Significant experience (5 years +) of carrying out site visits unaided to inspect asset/building condition and then prepare digital records to capture information for remedial action or update existing records</p> <p>Recent experience of working within a building maintenance/asset management team, ideally within a Local Government setting.</p> <p>Effective use of site levelling and measurement equipment.</p>

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	Collection and recording of utility meter readings, building and water temperatures and checking correct operation of building equipment and features	
QUALIFICATIONS	<p>Able to demonstrate a good level of literacy, numeracy through educational attainment.</p> <p>ONC in Building Studies/Construction/Surveying/FM or similar qualification at NVQ Level 3</p>	<p>HNC in Building Studies/Construction/Surveying/FM or similar qualification at NVQ Level 4 or above.</p> <p>Recent completion of construction related Health & Safety training (NEBOSH/IOSH)</p>
SPECIALIST KNOWLEDGE & SKILLS	<p>Knowledge and understanding of modern and traditional building construction techniques and the various trade disciplines</p> <p>Knowledge of common mechanical and electrical building services systems and equipment and ability to identify features, controls and diagnose common issues</p> <p>Recognition, identification, diagnosis and prioritisation of building and construction defects and their likely remedy.</p> <p>Knowledge and awareness of general Health & Safety related to buildings in use and construction sites including HASAW Act and key regulations including CDM, control of asbestos at work, LOLER, electrical and fire safety, legionella etc</p> <p>General understanding of Planning, Building Regulations and other statutory legislation related to property.</p>	<p>Detailed knowledge and understanding of modern and traditional building construction techniques and the various trade disciplines</p> <p>Detailed knowledge of common mechanical and electrical building services systems and equipment and ability to identify features, controls and diagnose common issues</p> <p>Knowledge of sustainable construction techniques and methods for minimising energy use in buildings</p> <p>Knowledge of historical building maintenance issues and repair techniques</p> <p>Knowledge of common building pests and their control.</p>

IT SKILLS	<p>Good knowledge and experience of using the following:</p> <ul style="list-style-type: none"> - Microsoft software applications including Word, Excel, Teams <p>Use of portable/handheld equipment including mobile phones, tablets, digital cameras and measuring equipment</p>	
PERSONAL CHARACTERISTICS	<p>Ability to manage and cope with a dynamic workload and fast changing priorities.</p> <p>Ability to operate in a predominantly site/field-based role.</p> <p>Ability to work effectively as part of a wider team.</p> <p>Ability to operate effectively with minimal supervision.</p> <p>Ability to determine the urgency of situations and when and how to escalate.</p> <p>Ability to effectively communicate with internal colleagues and external organisations and suppliers in a timely manner and using appropriate written, verbal and face-to-face means</p> <p>Presents and conducts themselves in a professional manner and treats others with dignity and respect.</p>	<p>Good listening and negotiation skills and ability to solve problems with minimal supervision.</p>
SPECIAL WORKING CONDITIONS	<p>Possession of a current driving licence and access to a vehicle to undertake site visits – motor insurance cover must include business use.</p>	

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	Ability to visit sites/buildings in various weather conditions and to climb ladders/scaffolds to carry out site inspection activities.	
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PREPARED BY: A Hutson

DESIGNATION: Property Services Manager

DATE: 20 November 2025