

Vacancy: Property Surveyor



Hours of work:
Full-time



Drogheda Co.Louth
Hybrid Working



Reporting to:
Director of Assets and Facilities



€53,345 - €62,994

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

The Property Surveyor will assist the Director of Assets & Facilities to ensure all asset management services are delivered to a high standard across all our homes and services, as well as ensuring high quality and efficient maintenance services to our participants. This will include but not limited to carrying out property inspections, defect diagnosis, building surveys, stock condition surveys, snagging, contract administration, clerk of works duties and providing technical support to colleagues.

Key responsibilities:

Stock Condition Surveys

- To survey a range of properties according to a predetermined programme.
- Verify current stock condition of the properties and identify all necessary property data information.
- Input property data information into PMVT asset management system.
- Validate all asset related data currently held and update accordingly.

Property Surveys

- Carry out building condition surveys of buildings.
- Carry out schedule of condition surveys and prepare reports for leased properties.
- Carry out property inspections including compliance checks with regulatory standards.
- Assist the Director of Assets & Facilities in preparing feasibility studies and technical appraisals.
- Undertaking fire and safety risk assessments and cyclical inspections of apartment developments, service buildings and offices

Responsive Repair and Maintenance

- Carry out defect diagnosis inspections and prepare reports.
- Undertake pre and post inspections of maintenance repair work and producing detailed and accurate reports.
- Preparing schedules of works and specification and obtain quotations for repairs.
- Providing technical assistance to colleagues as required.
- Carry out inspections of void properties and prepare schedule of maintenance works to bring properties up to standard.
- Ensure the Organisation and our tenants received good quality maintenance services ensure value for money is achieved.

Key responsibilities:

Planned and Cyclical Maintenance

- Undertake pre and post inspections of properties and works included in planned and cyclical maintenance programme.
- Attend contract meetings for planned and cyclical maintenance schemes and monitoring progress and performance.
- Prepare specifications and contract documentation for maintenance contracts and advising on the appointment of contractors.
- Manage and supervise of planned maintenance contracts and cost control.
- Assist with carrying out feasibility studies for 'Spend to Save' planned preventative maintenance works.
- Liaise with Participants and Contractors on the cyclical planned programme and quality control.
- Management of service contract providers and inspection of work

Clerk of Works Duties

- Site inspection and monitoring of contracts, checking all materials and workmanship and certification of material.
- Ensure compliance with contract drawings and specification; measuring and recording all contract variations and carrying out surveys on site.
- Awareness of on-site health & safety and liaising with PSDP.
- Snagging' inspections prior to handover.

Key responsibilities:

Assurance and Risk Management

- Ensure ongoing assurance in respect of legal obligations in respect of Health and Safety including (where applicable)
- Fire safety
- Mechanical and Electrical safety
- Safety, Health and Welfare at Work (Construction) Regulations
- Water safety
- Fall arrest systems
- Assist in the identification, management and mitigation of PMVT property related risks through effective risk management
- Assist the Director of Assets & Facilities in the resolution of any significant property related emerging risks (e.g. fire safety, etc.) and bring to their attention any newly arising significant risks.

General

- Contribute to the on-going activities of the Asset & Facilities team.
- Collaborate with other colleagues across department and organisation applying "one team approach" at all times.
- To exercise discretion in all aspects of the role.
- Undertake other occasional duties which are consistent with the responsibilities of the post.

Key Competencies Required

- Teamwork
- Customer Focus
- Interpersonal skills
- Self-starting
- Planning and Organising
- Problem Solving
- Time and Priority Management

How to apply:

**To apply please download the application form or visit pmvtrust.ie/careers:
[Application Form](#)**

Completed application forms should be sent to recruitment@pmvtrust.ie along with your CV and Cover Letter.

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256