

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

<b>Directorate:</b>	Chief Executive's Department
<b>Division:</b>	Housing
<b>Post No &amp; Job Title:</b>	Repairs Inspector
<b>Grade:</b>	Grade 9
<b>Responsible to:</b>	Repairs and Compliance Manager
<b>Responsible for:</b>	No responsibility for employees
<b>Main purpose of the job:</b>	To manage the repairs process for void properties, ensuring void rent loss is kept to a minimum and the lettable standard is met.

### **Main Duties and Responsibilities:**

1. Co-ordinate, direct and project manage all repairs activities in empty properties, so that repairs are planned and carried out in the most economical way within agreed timescales.
2. Work closely with the Lettings Manager to prioritise void properties to meet requirements, provide accurate target dates and prompt updates if these change.
3. Complete pre-inspections ensuring that all necessary works are identified.
4. Complete post-inspections ensuring that all works have been completed to a high standard, in accordance with the Lettable Standard.
5. Work closely with Multi-Skilled Team Leaders to address any concerns about the quality of work completed by in-house operatives.
6. Manage the performance of external contractors, as directed by the Repairs and Compliance Manager.
7. Review invoices provided by external contractors to ensure accuracy and value for money.
8. Liaise with Capital Works regarding properties which require modernisation, ensure that properties are returned promptly.
9. Monitor and understand any supply chain issues which may delay property relet, provide solutions to ensure that properties are not delayed unnecessarily.
10. Work proactively to address meter issues, including debt, which may delay property relet.

11. Ensure that housing systems are kept up to date and accurate, to support the production of performance information regarding average relet times and void rent loss.
12. Identify and implement improvements to the voids process.
13. Record information to enable rechargeable works to be processed, ensure that sufficient information is gathered and accurately labelled.
14. Provide accurate information and professional opinion to support the Housing Contact Centre Manager to respond promptly to complaints.
15. Carry out any other duties that are within the scope and grading of the post as requested by the line manager or Head of Housing.

## **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

## **RESTRICTIONS**

This is a not a politically restricted post. This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

## **NOTE**

The above job description sets out the main responsibilities of post, but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Version	Date
Job description written by:	Rachel Shaw	1	December 2022
Job description authorised by:			

Date of issue:

Additional notes for JE/HR.
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