



Ipswich Borough Council
Job Description: **J18**

Repairs & Voids Inspector

Main Purpose of Job

To ensure a high standard of inspection and checking of responsive, disabled adaptations and void repairs to all Council housing stock within designated areas.

Main Duties

1. To complete pre-inspections, accurately identify work required and prepare works orders.
2. To complete quality checks, ongoing and completed works and post-inspections on voids and DA's to ensure work is completed to associated legal, statutory, health & safety and quality standards.
3. To complete pre-inspections on repairs and maintenance to identify extent of work required and recommend which team should be responsible for completion of work.
4. To identify and report any instances of rechargeable works.
5. Quality control of repairs and maintenance through continuous random inspection of work and to ensure work completed to all associated legal, statutory, health & safety and quality standards appropriate to the area of work responsible for.
6. Keep updated on technical literature, building regulations and relevant codes of practice.
7. Carry out liaison with customers, contractor and housing office staff to ensure all relevant issues are dealt with quickly or passed on to relevant persons.
8. Participate in specific projects and schemes to improve the housing stock. This includes liaison with other departments and outside agencies.
9. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



IPSWICH
BOROUGH
COUNCIL

Ipswich Borough Council
Person Specification – J18

**REPAIRS AND VOIDS INSPECTOR – HOUSING MAINTENANCE
AND CONTRACTS**

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none">▪ HNC/HND or equivalent in a building related subject▪ Post qualification experience in the building industry		<ul style="list-style-type: none">▪ Application▪ Certificates
Work Related Experience / Job Related Skills	<ul style="list-style-type: none">▪ Knowledge of current developments in building technology and relevant regulations i.e Health and Safety and building regulations▪ Knowledge of maintenance techniques	<ul style="list-style-type: none">▪ Knowledge of disabled adaptations available for houses and relevant legislation associated with disability	<ul style="list-style-type: none">▪ Application▪ Interview
Specialist Knowledge	<ul style="list-style-type: none">▪ Good working knowledge of Microsoft Windows applications▪ Good awareness of budget management, including monitoring and reporting	<ul style="list-style-type: none">▪ Good working knowledge of Housing Services IT applications	<ul style="list-style-type: none">▪ Application▪ Interview
Personal Skills	<ul style="list-style-type: none">▪ Proven ability to diagnose problems and identify solutions▪ Demonstrates the willingness to own the problem to ensure resolution▪ Proven ability to use own initiative to make appropriate decisions▪ Proven ability to deal with people at all levels▪ Good written and verbal communication skills		<ul style="list-style-type: none">▪ Application▪ Interview

Other Requirements	<ul style="list-style-type: none">▪ Valid driving licence		<ul style="list-style-type: none">▪ Application▪ Interview
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