

CCS Installation Surveyor Job Description

Job Title:	Social Housing Surveyor	Job Category:	Social Housing
Department/Group:	Social Housing Mechanical	Job Code/Req#:	
Location:	Andover / Yeovil	Travel Required:	Yes to site and office
Level/Salary Range:	£35,000	Position Type:	Full-time
Senior Contact:	Danny Gladwyn	Date posted:	NA
Will Train Applicant(s):	Yes	Posting Expires:	NA

Applications Accepted By:	
E-mail: danny.gladwyn@correctcs.co.uk Attention: Danny Gladwyn	Mail: Danny Gladwyn Unit 21B Hopkinson Way West Portway Andover Hampshire. SP10 3ZE

Job Description

Job Purpose:

To provide survey support for whole house retrofit programme. Able to undertake heating technical surveys for Gas, Renewable energy and electric heating. Able to undertake basic stock condition surveys. Provide excellent customer service and reporting.

Duties:

- Carry out all types of heating surveys & whole house retrofit assessments including kit lists, design, drawings, client schedule of rates, and internal schedule of rates, detailed property information and capturing resident information. All in line with company processes and documented procedures.
- To liaise with clients and residents to ensure correct design and understanding of their needs for whole house/deep retrofit with an M&E bias.
- Understanding and compliance with different client specifications
- Understanding of variation and additional extra items when surveying
- Carry out surveying and design for renewable energy and alternative heating systems
- To carry out an options appraisal for certain clients and property types to propose and quote the best solution for the client and their resident.
- Assisting planning staff and engineers on site with technical issues, confirmation of requirements and technical challenges.
- Attending client site meetings
- Reporting daily/weekly on progress



- Use of company software system to complete surveys and appointments (full training provided)
- As requested carry out quality and compliance checks on completed installation works gas, renewables and alternative energy installs.
- Assist and support company contract manager in preparing and reconciling valuations and completed work schedules.
- Provide QC checks and post work auditing.
- Flexibility required for winter peaks and summer troughs in workload.

Equipment Supplied:

- PDA
- Mobile phone
- Tablet or Laptop
- Uniform
- Ladders
- FGA
- Any Major plant & equipment
- Company vehicle or Mileage rate
- Expenses card
- Electronic tape measures
- Design tools or software apps
- Terms:

Skills/Qualifications:

- Experience of Gas & multi fuel installation, Design, costing and materials take off. Experience in customer service and working in occupied homes. NVQ 2 minimum in domestic gas installation & maintenance/ACS equivalents. Experience in a supervisory/management role. Experience in whole house retrofit would be a preference and PAS 2035 standards.

Experience Required:

- Experience of working within the Social Housing Sector on large scale installation contracts, including proven track record in surveying, costing and supervisory roles.
- EPC trained preferable but not mandatory (Willing to undertake training)

We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.

Reviewed By:	Danny Gladwyn	Date:	24-03-2021
Approved By:		Date:	
Last Updated By:		Date:	