



# Planned Maintenance Surveyor Candidate Pack



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a  
difference  
Work for your  
local council



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BOROUGH COUNCIL

## About the role



## Planned Maintenance Surveyor

**Directorate** – Housing and Public Protection

**Department** – Housing Maintenance

**Grade** – H

**Salary** – Salary: £46,867 PA increasing to £49,580 PA following 12 months satisfactory performance

**Hours** - 37 hours per week – Monday – Friday

Flexi-time and Hybrid Working Available

### About the role

Dartford Borough Council have over 4000 social homes throughout the local area. With an established track record for maintaining quality homes, delivering new affordable housing and investing in local communities this is an exciting opportunity to join the Council. We are seeking a proactive and customer-focused Planned Maintenance Surveyor to join our Planned Works and Stock Investment Team, managing an annual programme of work with an estimated value of £5million. You will deliver varied planned works projects, which may include external repairs, internal refurbishments, extensions, loft conversions, major refurbishment works, energy improvement upgrades, and decorations.

You will be responsible for surveying properties, specifying works, managing contractors, and ensuring projects are delivered on time, within budget, and to the highest standards. We are looking for a candidate with strong technical knowledge, experience in contract management, a full understand of the CDM regulations and with a keen eye for detail. The position offers the opportunity to work within a collaborative environment, develop your skills and contribute to achieving our service goals.

If this sounds like the opportunity for you, please review the full job profile before applying.

**This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.**

### Skills, Knowledge and Experience:

#### Key Responsibilities

- Carry out detailed property surveys to identify planned maintenance requirements.
- Prepare specifications, schedules of works, and cost estimates for planned programmes.
- Oversee delivery of planned maintenance projects, ensuring compliance with health and safety and housing standards.
- Monitor contractor performance and quality of work, addressing issues promptly.
- Ensure accurate record-keeping and reporting for asset management and compliance purposes.
- Liaise with residents, contractors, and internal teams to minimise disruption and maintain satisfaction.
- Support the development of long-term investment plans and asset strategies.

#### About You

- Proven experience in property surveying and planned maintenance within housing or construction.
- Strong knowledge of building regulations, health and safety, and housing compliance standards.
- Excellent organisational and project management skills.
- Ability to communicate effectively with residents, contractors, and colleagues.
- Relevant qualification in building surveying (HNC/HND or equivalent) is essential.
- Strong problem-solving ability and a customer-first approach.
- Ability to manage multiple priorities and work under pressure.
- Must hold a full UK driving licence and access to a vehicle for work



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## Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.

We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.

A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

## Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

## Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

## How to apply

Please apply via:

<https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council>

Do not send your CV – only fully completed application forms via the link above will be accepted

**We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.**

## Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

## Closing date:

23:59 30th June 2026

## Interview date:

TBC



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## About the Council



## Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

## Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind recruitment process and remove candidates' personal information to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role. In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.



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## Getting to us

Civic Centre  
Home Gardens  
Dartford  
Kent DA1 1DR

### By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

### By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oyster card area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

### By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

### By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

[https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD\\_PRINT.pdf](https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf)

[Link to map and more info](#)

## Dartford Borough Council Civic Centre



## Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The Council's core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



## Core Behaviours

### Communication

#### Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

### Respect

#### Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

### Accountability

#### Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

### Adaptability/Flexibility

#### Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

### Collaboration

#### Demonstrated by:

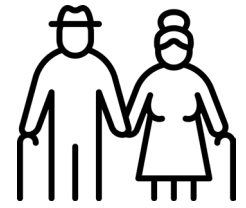
- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution



# Total Reward Package

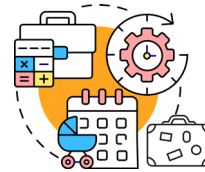
## Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme. Your contribution rate, based on your salary, is 6.5%



## Holiday Entitlement

You will be given a generous holiday entitlement of 185 hours (equivalent of 25 days) plus a further 37 hours (equivalent of 5 days) after five years of continuous DBC service, and a bank holiday entitlement per annum. These amounts are pro-rated for part-time hours.



## Car Parking

Free car parking for work



## Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application



## Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.



## Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



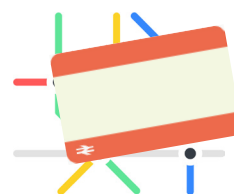
## Car Loan

A loan to assist you with buying a car, subject to certain criteria being met



## Season Ticket Loan

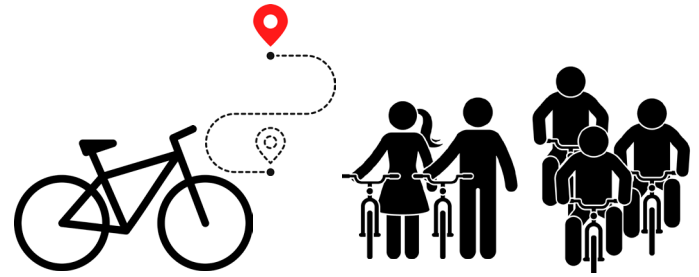
An interest free loan to assist with the purchase of a season ticket to travel to and from work



# Total Reward Package

## Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions and also reduces the employee's tax and national insurance costs.



## Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)



## Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)



## Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.



## Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling



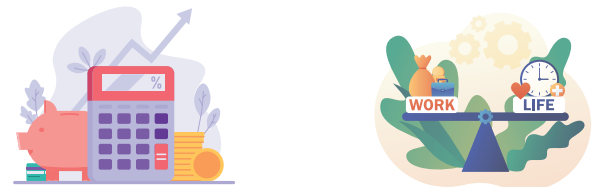
## Occupational Healthcare

An occupational health service to support employees in the management of health issues.



## Occupational Sickness Pay

Generous sick pay based on length of service



# Total Reward Package

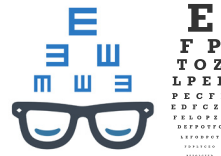
## Flu Vaccinations

Free flu vaccinations on an annual basis



## Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens



## Fairfield Leisure Centre Discount

20% discount on Premium Membership



## Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities



## Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave



## Compassionate Leave

Up to 10 days paid leave following the death of a close relative



## Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.



## Public Duty Leave

Additional leave for members of certain public bodies to undertake duties



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# Job Profile

**Job Title:** Planned Maintenance Surveyor

**Grade:** H

**Reporting to:** Planned Works and Stock Investment Manager

**Responsible for:** N/A

**Experience:**

- Direct experience in Social Housing, local authority, or a housing association environments.
- Proven understanding of tenanted properties and void properties.
- Experience of working with multiple construction types, including non traditional.
- Hands on experience of delivering planned maintenance programmes. Experience undertaking stock condition surveys, component lifecycle assessments, defect diagnosis.
- A strong understanding of building pathology. Experience of running tenders, writing specifications and schedules of works.

**Specialist Knowledge:**

- Can demonstrate excellent technical construction knowledge.
- Excellent understanding of the Decent Homes Standard.
- Excellent knowledge of the CDM regulations 2015 and other relevant Health and Safety Knowledge, essential to housing.
- Understanding of the Building Safety Act 2022 and the Social Housing (Regulation) Act 2023.
- Strong knowledge of planned maintenance and asset management in housing. Ability to deliver complex specifications of works, including technical drawings

**Qualifications:**

- Degree or HND/HNC Building Services (or equivalent, including experience) - Essential.
- Professional membership
- RICS/CIOB - Desirable.

**Special Circumstances:**

- Professional manner, able to deal with customers in difficult situations.
- Must be able to work in a confidential environment. Access to own car and a full clear driving license.
- Willingness to occasionally work outside of normal work hours.
- Develops and delivers a clear and creative strategies to deliver change.
- Demonstrates financial awareness, delivers efficiencies, controls costs and obtains added value.
- Excellent communication and negotiating skills and the ability to shape outcomes through reasoning and negotiation.

This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and, in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you. All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.

## Key activities:

This post holder will be responsible for assisting the management of planned maintenance and strategic asset management.

**The post holder's key duties/responsibilities include:**

- Develop and deliver annual and multi-year planned maintenance programmes
- Manage programmes covering kitchens and bathrooms, roofing and external envelope works, windows and doors and cyclical decorations
- Ensure programmes align with business plans, budgets, and regulatory standards
- Manage projects from inception through to completion, including survey and scoping, design and specification, procurement, delivery and handover
- Prepare technical specifications, schedules of works, and tender documentation
- Ensure projects are delivered on time, within budget, and to required quality standards
- Procure and manage contractors in line with policies and frameworks
- Administer contracts (e.g. JCT Minor Works / Term Contracts)
- Monitor contractor performance against KPIs, SLAs, and programme targets
- Conduct regular site inspections, quality checks, and audits
- Certify interim valuations, variations, and final accounts
- Ensure works meet required quality standards and specifications
- Carry out pre-inspections, work-in-progress inspections and post-completion inspections.
- Monitor and report on Programme performance, contractor delivery and customer satisfaction
- Identify statutory Health and Safety obligations and ensure these are met
- Maintain and develop and the relationship with contractors and partners, to ensure KPI's are achieved in meeting regulatory compliance requirements across the portfolio
- In conjunction with the finance team, manage void, planned and capital expenditure and applications for payment from contractors
- Ensure GDPR compliance within the team
- Ensure that work is planned in order to maximise contributions from leaseholders including Section 20 consultation.
- Provide monthly reports to the Planned Works and Stock Investment Manager as required





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