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JOB PROFILE

POSITION:	Property Surveyor	REPORTING TO (NAME):	Brendan McGinley, Director of Asset Management
Contract:	Full-time Permanent	LOCATION:	Head Office, 407-409 Capel Building Dublin 7 with travel within the eastern regional counties.
Salary:	€70,000 (Including company vehicle)	DATE:	April 2026

About iCare Housing

iCare Housing was originally established to play a role in providing sustainable housing outcomes for people in long term mortgage arrears.

Since then, we have helped over 1,800 people to secure a safe, sustainable housing outcome. We have supported people in communities right across Ireland with homes in every local authority area.

Today, iCare continues to lead the way in Mortgage to Rent solutions and is the largest provider of these solutions. We have also recently started to offer more traditional social housing solutions with new build and turnkey arrangements. Our ambition is to continue to deliver real and transformative impact, delivering sustainable solutions in sustainable homes for people across Ireland.

Principal Objective of Position (the general nature, level, purpose and objective of the job):

To work with iCare Housing's Director of Asset Management to ensure all necessary technical services are delivered to a high standard. This will include but not limited to stock condition surveys, building survey reports, defect diagnosis, property inspections, snagging, contract administration, and providing technical support to colleagues.

Responsibilities:

1.	Stock Condition Surveys
	<ul style="list-style-type: none"> To deliver the stock condition survey programme and assist the Director of Asset Management with the implementation of the Association's Asset Management Strategy. Verify current stock condition of the properties and identify all necessary property data information. Input collated property data information and populate into iCare Housing's asset management system. Validate all asset related data currently held and update accordingly. Identifying repair needs to inform iCare's long-term investment priorities

2.	Responsive Repairs & Maintenance
	<ul style="list-style-type: none"> • Carry out defect diagnosis inspections and prepare reports. • Undertake pre and post inspections of repair work and producing detailed and accurate reports. • Preparing schedules of works and specification and obtain quotations for repairs. • Instruction and inspection of contractors work on site when required. • Inspecting and reporting on a sample of completed repairs and service agreement work to ensure that the Association's standards are met. • Providing technical assistance to Tenant Services Team as required. • Carry out inspections of void properties and prepare list of repairs in addition to those required under the iCare Housing's void letting Policy.
3.	Planned, Cyclical Maintenance & Retrofit Works
	<ul style="list-style-type: none"> • Undertake pre and post inspections of properties and works included in planned, cyclical maintenance & retrofit programmes. • Attend contract meetings for planned, cyclical maintenance and retrofit schemes and monitor progress and performance. • Assist with preparation of specifications and contract documentation for maintenance contracts and advising on the appointment of contractors. • Site inspection and monitoring of contracts, checking all materials and workmanship and certification of material. • Assisting with preparation, implementation and management of planned, cyclical maintenance and retrofit programmes. • Assist with carrying out feasibility studies for 'Spend to Save' planned preventative maintenance works. • Management of service contract providers and inspection of work. • Awareness of on-site health & safety and liaising with PSDP.
4.	Development:
	<ul style="list-style-type: none"> • Carry out building condition surveys on new property acquisitions and assisting the Director of Asset Management in preparing technical appraisals. • Tendering, contract administration, inspecting and monitoring of the contractor's work. • Assist the Director of Asset Management and the Chief Executive in conducting feasibility studies on new developments. • Assist the Director of Asset Management in preparing technical appraisals for new development proposals including site inspections, reviewing plans and specifications.
5.	Assurance and Risk Management:
	<ul style="list-style-type: none"> • Ensure ongoing assurance in respect of legal obligations in respect of Health and Safety including (where applicable) • Fire Safety and Mechanical/Electrical Safety. • Safety, Health and Welfare at Work (Construction) Regulations. • Assist in the identification, management and mitigation of iCare Housing property related risks through effective risk management. • Assis the Director of Asset Management in the resolution of any significant property related emerging risks (e.g. fire safety etc.)

Qualifications, Skills and Experience required for the satisfactory performance of these duties:

At the discretion of the Association;

- Candidates will have at least 3 years' experience in a similar role
- Minimum of Degree (at level 8 of NFQ) required in Building Surveying or equivalent
- Professional membership of the Society of Chartered Surveyor and the Royal Institute of Chartered Surveyors or equivalent desirable
- Managing Safely in Construction Certification desirable
- Full driving licence and use of car / Ability to meet the mobility requirements of the post.
- Specialist role related knowledge, especially building surveying & building pathology.
- Experience in carrying out building and schedule of conditions surveys.
- Experience in planned and cyclical maintenance desirable.
- Knowledge of Health and Safety legislation and compliance within a construction setting.
- Financial control and budget management skills
- Knowledge of techniques of residential construction and their services systems for both single houses and multi-occupancy units.
- Communication skills –verbal and written, report writing & presentation.
- Ability to work accurately / attention to detail.
- PC literate and competent in using Microsoft Word, Excel and Outlook.
- Experience of housing/asset management based software desirable.
- Undertake other occasional duties which are consistent with the responsibilities of the post.

Additional responsibilities

- To promote iCare Housing in all activities.
- To exercise discretion in all aspects of the role.
- Any other duties which are consistent with the role.
- Attend training appropriate to your role and ensure continuing professional development.

Competencies Required:

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

REPORTING STRUCTURE (number of team members supervised in this job):

Directly: 0

Indirectly: 0

KEY RELATIONSHIPS (please specify contacts):

Internal: Tenant Services team, Property & Assets Team, Development Team

External: Tenants/contractors

This job description is not definitive or restrictive and will be subject to periodic review.