



Job Title: **Building Surveyor**

Main Purpose of Job: To provide a professional service working in a team environment on a broad range of property types and industry sectors, including Education, Insurance Reinstatement, Charity, Social Housing and Commercial, to undertake in a range of professional services, project work and contract administration. To complete detailed reports, identify defects and advise on repair, maintenance and restoration options. Projects include existing buildings, buildings of architectural or historic importance and the development of new ones. You may implement preventative measures to keep buildings in good condition and look for ways to make buildings sustainable.

Relationships:

a) Responsible to: Team Leader/Director

b) Responsible for:

- Demonstrating and maintaining professionalism at all times
- Ensuring projects are completed to budget and to schedule.
- To organise and manage projects to comply with Company working practices.
- Accurate completion of all Company documents. i.e. Project Control Sheet, Payment Certificates/Timesheets
- Ensure RICS Rules of Conduct & Standards are adhered to
- Follow and maintain all Company rules & procedures
- Maintain Health and Safety standards.
- Comply to General Data Protection Regulations

c) Liaison with: Clients/Customers, Sub-contractors, Loss adjusters etc, colleagues

Main Tasks of Job:

1. Undertake building and site surveys
2. Compiling condition surveys
3. Preparing project specifications and design drawings
4. Managing and updating project documents



5. preparing regular project reports, with updates on cost, programme, quality and health and safety
6. managing delivery progress of construction works
7. preparing KPI or project benchmarking information
8. liaising with senior colleagues to ensure technical deliverables are delivered on time, to the client requirements and within budget
9. assisting with Health and Safety matters including Risk Assessments
10. organise documents for tender and advise on appointing contractors, designers and procurement routes
11. building pathology, determine the condition of existing buildings, identify and analyse defects, including proposals for repair
12. be aware and take into account energy efficiency, environmental impact and sustainable construction
13. deal with planning applications and advise on property legislation and building regulations
14. carry out feasibility studies
15. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.