



Job Title: **Senior/Chartered 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.

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.

- Seek opportunities for additional instructions
- If required to manage a team;
- to motivate, mentor, guide and assist junior staff

- 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 and procedures
- Maintain Health and Safety standards.
- Comply to General Data Protection Regulations
- To promote the needs of the Business to aid company development; be commercially aware including monthly fee targets.

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



Main Tasks of Job:

1. able to work autonomously and within a team
2. to take on high levels of responsibility with in enthusiasm and motivation
3. advise clients on schemes and projects and determine requirements.
4. prepare scheme designs and costings, programmes for completion and specification of works
5. organise documents for tender and advise on appointing contractors, designers and procurement routes
6. determine the condition of existing buildings, identify and analyse defects, including proposals for repair and identify solutions – Technical knowledge
7. advise on energy efficiency, environmental impact and sustainable construction
8. instruct on the preservation/conservation of historic buildings
9. advise on the management and supervision of maintenance of buildings
10. deal with planning applications and advise on property legislation and building regulations
11. assess and design buildings to meet the needs of people with disabilities
12. instruct on construction design and management regulations
13. negotiate dilapidations
14. carry out feasibility studies
15. advise on the health and safety aspects of buildings
16. advise on boundary and 'right to light' disputes and party wall procedures
17. 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.