



# JOB DESCRIPTION

<b>JOB TITLE:</b>	Building Surveyor
<b>POSITION:</b>	Full Time
<b>HOUR OF WORK:</b>	Monday – Friday 35 hours
<b>LOCATION:</b>	Working remotely in the UK – location as agreed with the COO (subject to change).
<b>REPORTING TO:</b>	Chief Operating Officer
<b>SALARY:</b>	Please refer to Employment Contract
<b>PROBATIONARY PERIOD:</b>	6 months

## **Reporting Relationships and outline of the role:**

We require a highly motivated, enthusiastic Building Surveyor to join our existing team at Global Home Warranties Ltd. providing professional advice on all aspects of property and construction and primarily responsible for carrying out risk assessments on properties that have been registered by the company in order that they meet building regulations and are built in accordance with same and ultimately insurance cover can be issued once complete. As a brand ambassador, Global Home Warranties Building Surveyors ensure our company values and ethos are promoted at all times.

## **Responsibilities:**

1. Carrying out site inspections for 10 year structural warranty insurance cover on new build dwellings. This involves inspecting the dwellings at various stages during construction and liaising with builders on any technical issues or sub-standard/remedial works.
2. Inspecting existing properties and preparing condition survey reports.
3. Conducting other relevant surveys such as stock condition and home buyers.
4. Inspecting properties and preparing claim validation reports and costings of remedial works for insurance purposes.
5. Assessing building defects and compiling expert reports for clients involved in building contract disputes.
6. Investigating structural issues and rainwater ingress claims. Coordinating contractors/developers to eradicate structural issues and moisture ingress throughout buildings.
7. If you have identified potential business leads and new sites, passing these to Business Development team to follow up and drive business.
8. Using bespoke GHW systems to log all reports and work in a timely manner.
9. Liaising with clients and customers to organise visits, managing your own online diary.
10. Communication with Administration team essential to ensure work is updated and certificates are issued in a timely manner.
11. Any other duties as and when required by Directors or Management.



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## **Location:**

The role is performed remotely, and all relevant equipment is provided to enable you to perform your role to the best of your abilities.

## **Essential Competencies/ Knowledge and Skills required for the role:**

1. *Degree (level 6) qualification in Building Surveying (similar discipline) or equivalent.*
2. *Must have experience of private residential construction from foundation level through to completion.*
3. *Must have a working knowledge of the current UK building regulations.*
4. *Full Drivers licence.*
5. Customer service focused displaying excellent oral and written communication skills.
6. Strong organisational and time management skills.
7. Ability to prioritise work in order to meet strict deadlines.
8. Maintain a high level of accuracy paying close attention to detail.
9. Work effectively on own initiative in a pressurised environment and as part of a team with minimum supervision.
10. IT literate and proficient user of MS packages.
11. Must be able to think clearly and solve problems.
12. Must have interpersonal skills and a positive attitude to work and other people.
13. Customer focused gaining client's trust and respect through their professional conduct.
14. Thinks and acts in a proactive way displaying effective time management.
15. Accountable and responsible, maintaining client confidentiality at all times.
16. Previous experience within the structural warranty industry would be an advantage.
17. Willingness to travel across UK.
18. Be a chartered surveyor either through RICS or CIOB is desirable.
19. Any other duties that are required.

## **Health and Safety responsibilities:**

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Report to your manager/ Health and Safety manager any incidents that have led to or could have led to injury or an accident or have affected the environment.
- Report all injuries promptly that occur to yourself at work and obtain the necessary first aid treatment.
- Ensure that you work with managers and the Company to achieve a healthy and safe workplace environment.
- Help in the investigation of accidents in order to prevent recurrence.
- Ensure that you observe the company handbook and maintain a professional image at all times, and adhere to all Health and Safety regulations in the office.
- Set an example of safe, correct behaviour at all times whilst on sites or in the office.

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- Report any hazard / defect you may observe promptly to your immediate manager.
- Report any shortcomings in systems of work or procedures to your manager.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times
- To advise managers when not trained for tasks you are being asked to carry out.
- Adhere to safe driving procedures.
- All above applicable on sites and in office.

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***Employee Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Manager Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_