



## JOB ADVERT - Details

<b>Company:</b>	Block Recruit
<b>Role title:</b>	Building Surveyor
<b>Internal Reference Number:</b>	3841
<b>Closing date:</b>	-
<b>Salary:</b>	£40,000 - £50,000
<b>Working Hours:</b>	-
<b>Temporary / Fixed Term / Permanent contract:</b>	Permanent
<b>Location:</b>	Hertfordshire
<b>Contact details for applications:</b>	Zoe Southwell zoe@blockrecruit.co.uk
<b>Role description:</b>	<p>With over 10 years of experience in managing residential developments, we consider ourselves Property Management specialists and have grown our portfolio and our team considerably. We are continuing to grow and as such, it's an exciting time to join us.</p> <p>We are a dedicated, hardworking team of property professionals, committed to delivering a high quality, dependable service to our clients. We work hard to exceed expectations and maintain our great reputation.</p> <p>We're an expanding team and like to consider ourselves a fun, friendly, social team - we attend team building events, social team events and industry events together. We also support a number of charities in our office which sees us baking cakes and wearing</p>

costumes! We work hard, but believe it is important to have a good time and enjoy your job whilst doing so.

We are now looking for the next member of our team... An experienced, process driven Building Surveyor.

Your primary responsibility will be to oversee and deliver all major works projects for the property department, working in accordance with the RICS Code of Practice, current legislation and company best practice. Duties will include:

- Specification writing.
- CDM controls – Pre-construction plans, monitoring etc.
- Building defect diagnosis and reporting.
- Licences for alteration and monitoring.
- Party wall agreements.
- Section 20 works - prep/supervision of S20 Notices and associated paperwork.
- Reinstatement cost assessments.
- Monitoring of works on-site, issuing certificates and payments.
- Capital expenditure programmes – provision monitoring and adjustment with property managers.
- Input with H&S FRA reporting/works notwithstanding S20 procedure.
- Conduct site inspections.
- Provide cover for absent members of staff as required.
- Bill additional income fees as required.
- Ensure Health & Safety remedial works are carried out.
- Ensure contractors are kept up-to-date with any relevant Health & Safety issues before attending site.
- Identify any Health & Safety risk/issues whilst on site.
- Write job specifications for suppliers.
- Manage supplier performance.
- Review and approve supplier invoices.
- Arrange appointments as required.
- Client liaison and reporting.
- Attend AGM and resident meetings.
- Produce and maintain Capital Expenditure Programme.
- Staff training.
- Identify new business opportunities.

**Minimum Requirements:**

As their ideal Building Surveyor, you'll be self-motivated and will demonstrate confidence through managing your own workload. You'll

	<p>use initiative and determination to progress your career, also being eager to take further qualifications with the support of your employer. You'll be able to understand and interpret leases and have a successful background in surveying, supported by a strong working knowledge. You'll have at least 3 years' experience under your belt as well as ideally being RICS qualified.</p> <p>If you don't meet the requirements for this role, call the Block Recruit team to see what other roles we may have which could fit your current level of experience or "create an account" with us on the website, so we can stay in touch and let you know when other roles to come up. Everyone is of value to us.</p> <p>Once we have received your CV you can expect to get a call or email within 1 week.</p> <p>Unfortunately, if you don't meet the minimum requirements for this position then you may not be contacted for this role. However, we would still love to discuss other opportunities suitable to your current skill set and experience and how we can assist you in your employment search. Give us a call for a confidential careers chat today!</p> <p><b>For more information on this position, please do not hesitate to get in touch. Do not miss out on the chance to further your career with a company that will value you!</b></p> <p><b>Contact: Zoe Southwell</b></p> <p><b><a href="http://www.blockrecruit.co.uk">www.blockrecruit.co.uk</a>   020 3900 0401   <a href="mailto:zoe@blockrecruit.co.uk">zoe@blockrecruit.co.uk</a></b></p>
<p><b>Company website (optional):</b></p>	<p><a href="https://www.blockrecruit.co.uk/job/building-surveyor-south-east-hertfordshire-746.aspx">https://www.blockrecruit.co.uk/job/building-surveyor-south-east-hertfordshire-746.aspx</a></p>