

1. JOB TITLE

Graduate Building Surveyor.

2. CONTEXT

The Graduate Building Surveyor is a member of the Building Surveying Team.

The job holder reports to Managing Associate Partner, Daryl Hill (Service Manager) and Martin Ayliffe/Darren Willcocks as Truro Office Partners.

The job holder has no line management responsibility.

The location of the job will be based in WWA's offices in Truro. Travel to and from and work in other offices and travel to and from sites in connection with Building Surveying services will be required to fulfil the requirements of the role.

3. OVERALL JOB PURPOSE

The role holder will be part of the Building Surveying team acting in a varied and wide-ranging role. The role will involve working closely with all offices, corresponding with clients. The role holder will provide the full range of Building Surveying services and property types including the commercial, residential education, infrastructure and retail projects.

4. RESPONSIBILITIES AND OBJECTIVES

These will include;

Building Surveying

Working with Autocad Systems to provide existing and proposed plans and sketch schemes for perusal, agreement and discussions with clients. Preparation of measured survey, design and construction drawn information.

- All works involved with gaining statutory permissions such as Planning, Listed Building and Building Regulation Consents.
- Preparation of Design and Contract documentation, administering tendering, Contract Administration of the works, financial control, through to completion and handover.
- Party Wall surveys, preparation of notices and awards.
- Acquisition surveys for commercial and residential properties.
- Dilapidations and lease advice.
- Schedules of Condition.
- Project Monitoring & Project Management.
- Contract Administration
- Forward Planned Maintenance inspections, costings and scheduling.
- Boundary Disputes.
- Expert witness
- Building Pathology

- Project monitoring on behalf of a range of funders and funding institutions.
- Preparation of Schedules of Work and NBS Specifications.
- Other Building Surveying services as may reasonably be identified.

5. PERSON SPECIFICATION

Qualifications, knowledge and experience:

- Degree in Building Surveyor or other relevant qualification
- Working towards or aspiration to achieve RICS Chartership
- Experience in the provision of a wide range of Building Surveying services
- Ability to work on own initiative

Skills and Abilities:

- Effective communication skills, with the ability to compose and explain complex issues concisely to different audiences. Good interpersonal, typing, dictation and verbal communication skills.
- Ability to work under pressure. Excellent inter-personal and team working, organisational skills, motivated and productive attitude. Good organisational skills.
- Computer literate. (Being able to communicate by Email and prepare documents, use basic spreadsheets and prepare basic presentations using recognised software). Experience in the use of Autocad software.
- Ability to prioritise and undertake a range of tasks with a positive, flexible attitude and willingness to learn.
- Clean Driving Licence.