

JOB DESCRIPTION

JOB TITLE:	Site Audit Surveyor
REPORTS TO:	Director
DEPARTMENT:	LABC New Home Warranty Surveyors
LOCATIONS:	North / North East

The ongoing success of the LABC New Home Warranty scheme has created an opportunity for experienced and committed Surveyor to cover the North and North East of the UK.

JOB PURPOSE

To provide site inspection and technical building and construction expertise relating to the risk management of construction sites registered with the Local Authority Building Control New Home Warranty scheme.

OVERVIEW OF RESPONSIBILITIES

Duties of the post include, but are not limited to:

- Inspecting homes being constructed and/or converted, working closely with builders and LABC (Local Authority Building Control) to ensure as far as is reasonably possible the works are in accordance with the Technical Manual and Building Regulations.
- Effectively self manage, by forward planning the workload, to provide a responsive, helpful and professional service whilst maximising time spent on site.
- Recording inspection details on the data base and communicating comments to customers.
- Carry out a Developer assessment at the completion of projects.
- Ongoing liaison with surveyors on technical matters – must ensure that standards are being maintained and procedures adhered to.
- Ongoing liaison with developers/clients – offer technical advice and guidance.
- Provide advice to the Director on technical areas so that team members are fully informed when dealing with potential clients.
- Undertake any other duties as reasonably required.

Experience / Skills

- Qualified Surveyor (MRICS, TechRICS, MBEEng, MCIOB, or similar)
- In depth technical knowledge of Building Regulations and other relevant construction standards.
- Full UK Driving Licence
- Requires basic understanding of general insurance principals and terminology desirable.
- Understanding of Building Regulations and associated legislation.
- Ability to undertake site inspections to assess both quality and the cause/effect of building defects.
- Commercial awareness and ability to work as part of a team.
- Ability to create not only good working relationships with other construction professionals but to be able to deal effectively with members of the public.
- The ability to meet deadlines and manage own workload within agreed parameters.
- Working knowledge of MS Outlook (email), MS Word, MS Excel.
- Demonstrable ability to use own initiative.
- Ability to motivate self and influence others.
- Experience of Relationship Management.
- Excellent Communications skills.
- Flexible in personal approach

Closing date for receipt of applications: 19th March 2010

Applicants should email CV to Sarah Rowlands at recruitment@labcnhw.co.uk

We welcome applications from all sections of the community irrespective of race, sex, age or disability.

MD Insurance Services Ltd is the Scheme Administrator for the LABC New Home Warranty. MD Insurance Services Ltd is authorised and regulated by the Financial Services Authority.