

BUILDING SURVEYOR JOB DESCRIPTION

Job title: Building Surveyor

This job is for a Chartered Building Surveyor, whether newly or recently qualified.

Whitworth is a multi-disciplinary practice (Architects and Surveyors) with a head office in Bury St Edmunds.

The practice undertakes a wide range of work and although mainly known as historic buildings specialists, we deal with modern buildings as well. The type of work that the successful applicant will be involved with depends on their background experience and subsequent in-house training. However, work might involve some or all of the following: pre-purchase surveys; condition and maintenance surveys; defect analysis; repair advice and preparation of schedules of work; alterations and extensions to buildings including planning applications and building regulation matters; contract administration; and quasi-legal matters such as party walls and boundary issues. In conjunction with these works there will sometimes be a need to deal with planning applications including preparation of heritage statements. Depending on the successful applicant and development over time there may be an opportunity to deal with expert witness appointments.

The work is varied and whilst the majority of is on historic residential properties, we do undertake work on a wide range of properties including schools, hospices, ecclesiastical buildings, commercial premises and buildings of many types and ages.

The successful applicant will be skilled at preparing reports for lay clients in plain English with an ability to communicate clearly and concisely both verbally and in writing. The role may best suit someone who is analytical and enjoys problem-solving but is able to provide clear assessments and opinions with guidance to clients. The surveyor needs to have good people skills.

We use digital dictation systems including voice recognition, but training can be provided as necessary. The surveyor should be proficient in the use of Microsoft Word and Excel. Ability to use CAD would be beneficial, although not essential. Depending upon the level of experience training will be provided and over time the surveyor will be encouraged and assisted to become 'conservation accredited'.

The surveyor will be expected to work alone and as part of a team with a substantial amount of time being on site and not necessarily office based, but with access to all offices as necessary and will be expected to attend regular meetings at the head office in Bury St Edmunds.

The successful applicant should have their own car that is reliable (a mileage allowance is provided) and should have a clean driving licence. Geographically the work is spread over East Anglia and to a lesser extent in the south-east and London, but also the East Midlands.

Enquiries should be submitted to surveyors@whitworth.co.uk

Please submit CV and brief statement of experience.