



SENIOR SURVEYOR

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Senior Surveyor
Department	Commercial
Responsible to	Commercial Manager

POSITION SUMMARY

To control costs, from procurement to final account for all aspects of cost, manage administration of sub-contractors and produce internal valuations, working as part of a team and assisting in the training of others and mentoring as necessary.

KEY WORKING RELATIONSHIPS

Regional Finance Director, Sales Department, Construction Department, Design & Technical Department, Commercial Director, Commercial Manager, Senior Surveyors, Assistant Surveyors, Trainee Surveyors, Purchase Ledger and Payroll

MAIN DUTIES

1. Preparing sub-contract/supplier enquiry lists for approval.
2. Preparing full enquiry packs and collating all tender information, ensuring fully compliant tender packs are issued, return tenders are analysed and compliant bids received.
3. Preparing tender comparison sheets, including making recommendations for placing sub-contract orders and negotiation with sub-contractors to ensure full compliance with specification and best practice.
4. Liaising with the Design & Technical Department to prepare full enquiry packs for the tendering of utilities to ensure the most cost effective solution for the site.
5. Overseeing Surveyors in producing groundwork and roads and sewers tenders and tender analysis to ensure full compliance with drawings and specification.
6. Preparing detailed breakdowns of build costs including infrastructure costings and include within New Site Start Appraisal (NSSA).
7. Ensuring new sub-contractors are on the SMAS database and that the certification is up to date.
8. Carrying out drawing take-offs and producing labour only rates in liaison with the Commercial Manager and Construction Department including maintaining the database and distributing information.
9. Liaising with the Design & Technical and Construction Departments to ensure correct materials are procured in the required time frames that are both cost effective and aesthetically correct.
10. Preparing Material Schedules as required ensuring regional targets for production are maintained.
11. Updating / producing SWMP and Carriers Matrix including updating Licence Numbers and expiry dates and issue to site as necessary.
12. Registering sites for Hazardous Waste Premise Code and CLAIR as necessary and liaise with Commercial Manager / Director and Construction Department.
13. Ensuring sub-contractor weekly and monthly applications for payment are analysed, checked and interim payments are prepared for approval in line with authorisation levels and Commercial Procedures, including keeping payment record sheets up to date, highlighting any claims for additional works outside of the budget estimate summary and settling all final accounts expediently after works are complete.

- 14.** Issuing variation instructions and contra charges as appropriate.
- 15.** Pricing up non-standard client extras as required and liaising with the Commercial Manager / Construction Department to ensure costings are correct.
- 16.** Updating Cost of Sales in Viability Manager for client extras, after re-budgets and valuations.
- 17.** Carrying out monthly progress checklists for all sites and inputting on to the valuation system including MOS.
- 18.** Carrying out monthly valuation including production of Cost Value Reconciliation (CVR) and Cost to Complete Sheet (CTC) and attending the Valuation Meeting.
- 19.** Liaising with the Housing Association, including producing invoices and H&S pack as required and attending all necessary site meetings.
- 20.** Liaising with the Design & Technical Department over specification for Code for Sustainable Homes and producing schedules and back up information as required.
- 21.** Carrying out Land Viability Analysis and liaising with the Commercial Manager, Director, Design & Technical Department as required.
- 22.** Producing the Group Rebate Form.
- 23.** Assisting the Commercial Manager as required in updating regional cost database.
- 24.** Liaising with the Design & Technical and Construction Departments on the invoicing of BT rebates.
- 25.** Liaising with Construction / Sales and Head Office to ensure the timely introduction of phone lines etc.
- 26.** Liaising with Customer Care to enable invoicing of Housing Association Retentions in a timely fashion.
- 27.** Regularly attending sites, a minimum of twice a month, to provide assistance and support to site staff, including meetings with sub-contractors as required.
- 28.** Attending meetings that may be necessary in the performance of your duties.
- 29.** Complying with and upholding company policies and procedures.
- 30.** Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.