



TRAINEE SURVEYOR

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Trainee Surveyor
Department	Commercial
Responsible to	Commercial Manager

POSITION SUMMARY

To assist the team with quantity surveying duties and gain knowledge, skills and experience of quantity surveying in the house building market. Progressing to managing a small site from inception to completion.

KEY WORKING RELATIONSHIPS

Commercial Director, Commercial Manager, Senior Surveyors, Surveyors, Assistant Surveyors, Purchase Ledger and Payroll

MAIN DUTIES

1. Assisting members of the surveying team as and when required.
2. Paying designated invoices and applications in line with authorisation levels and Commercial procedures.
3. Site booking in administration, including liaison with the Site Surveyor and Payroll, checking rates and record bookings etc.
4. Paying designated utility bills including liaison with sales and utility company to ensure readings are correct.
5. Making general material enquiries and assisting the Surveyor with material procurement and reporting as necessary.
6. Carrying out site measures in liaison with the Surveyor.
7. Carrying out drawing take-offs and producing labour only rates in liaison with the Surveyor, including maintaining the databases and distributing information.
8. Checking SMAS database in liaison with the Surveyor.
9. Updating SWMP Carriers Matrix including updating Licence Numbers and expiry dates and issuing to site as necessary in liaison with the Surveyor.
10. Assisting the Surveyor in pricing of non-standard client extras.
11. Assisting the Surveyor in the updating of the cost of sales in the Viability Manager.
12. Assisting the Surveyor with the production of H&S packs for Housing Association plots.
13. Assisting the Surveyor with the production of information for Code for Sustainable Homes.
14. Uploading information to internal systems as required, such as Inhouse and Eque2.
15. Assisting in the production of the Group Rebate Form.
16. Assisting the Surveyor / Construction Director in updating build completion dates in Eque2 as necessary.
17. Producing a Sub-contract / material supplier database and update as necessary.
18. Updating and issuing, as necessary, Group forms for tracking client extras, fuel etc.
19. Attending meetings that may be necessary in the performance of your duties.
20. Complying with and upholding company policies and procedures.
21. 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.