**Job Title** Building Surveyor (Senior)

**Reports to** Chief Surveyor

**Job Purpose**

Eton College is intending to recruit a Building Surveyor (Senior) to join a small group of in house surveyors. The post holder will be employed within the Buildings Department of the College, which is responsible for the complete facilities management of the College estate, including the maintenance, repair and improvement of the existing buildings, as well as any new development.

The position will involve assisting in the design and procurement of both minor and major building works, as well as surveying buildings to assist in the preparation of maintenance schedules. The opportunity will also be afforded of acting in a project management role on major developments. Some administrative duties will be expected but a wide variety of workload can be guaranteed and the role will suit an enthusiastic person who wishes to pursue a career in a client organisation or in working in a conservation environment.

**Key Tasks and Responsibilities**

* Manage the tendering of various building works including the preparation of drawings (mainly using Computer Aided Design software) and specifications to be included in contract documents.
* Prepare record drawings of existing buildings using CAD software.
* Act as Contract Administrator on a variety of types of building projects.
* Act as client representative in the appointment and management of consultants and contractors.
* Undertake Condition Surveys of existing buildings.
* Financial responsibility for allocated projects.
* Liaise and co-ordinate with various other College departments in respect of proposed building works.
* Undertake various professional tasks e.g. Party Wall awards, insurance valuations etc.
* Mentor more junior staff.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Membership of the Royal Institution of Chartered Surveyors is desirable although a cognate degree level qualification would be considered.
* Experience in a similar role in Building Surveying or other property/construction profession is required.
* Previous experience in a large and complex, preferably educational, organisation would be a significant advantage.
* Sound knowledge of building pathology, specification and design.
* Experience in computer aided Design systems.
* Good level of literacy and numeracy.
* Familiar with word, Excel and Outlook.

**Remuneration**

Remuneration will be competitive within the market and commensurate with qualifications and experience.

**Hours of work**

Departmental colleagues usually work around 37.5 hours a week. These hours are not fixed but would usually be between 8am and 7pm on weekdays. Some flexibility is required as a response to peaks in workload.