



<b>Job Role</b>	Lead Property Surveyor
<b>Department</b>	Operations – Inspections & Snagging
<b>Reports To</b>	Operations Manager
<b>Location</b>	Dubai, UAE (Multi-Emirate Operations)
<b>Employment Type</b>	Full-Time

## ROLE OVERVIEW

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The Lead Property Surveyor serves as the senior technical authority for on-site inspections across The Snag Master's multi-emirate operations. This role combines hands-on inspection leadership with team coordination, quality assurance, and client-facing responsibility. The successful candidate will drive inspection standards, mentor junior engineers, and ensure all deliverables meet the company's quality benchmarks and turnaround commitments.

## KEY RESPONSIBILITIES

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### Inspection and Reporting

- Lead snagging and property inspections across apartments, villas, townhouses, and large-scale developments in the UAE.
- Conduct thorough inspections which may include handover, secondary purchase, commercial, special inspections or building at various stages (new construction, renovations) covering civil and MEP aspects of the property.
- Conduct DLP (Defect Liability Period) inspections, handover assessments, and renovation audits.
- Identify and document all defects, imperfections, and unfinished work with photographic and video evidence for clarity and client transparency.
- Scope inspections based on BUA, determining team sizing, duration, and resource requirements in line with the company's allocation framework.
- Produce high quality inspection reports in the company's assigned software within the time frame.
- Maintain observational, non-conclusive language throughout all reporting - using qualifiers appropriately for health and safety content.
- Discuss findings with clients, contractors, and stakeholders, explaining implications and suggesting solutions.
- Review and quality-check reports produced by team members before client delivery, ensuring format compliance and elimination of redundancy.
- Knowledge of RERA services but not limited to Reserve Fund Studies, Building Condition Audits, and CAPEX planning is an added advantage.

### Project Management and Communication

- Develop and manage daily work plans for engineering teams, ensuring efficient progress across concurrent inspections.
- Coordinate daily with the Operations Manager on engineer allocation, scheduling adjustments, and workload balancing.
- Serve as the primary technical point of contact for clients, addressing inquiries and concerns effectively.
- Support bid preparation by developing cost estimates, responding to technical questions, and creating project timelines.



- Conduct pre-inspection briefings to ensure engineers are prepared with site-specific requirements and client expectations.
- Mentor and develop junior engineers, building their technical competence and inspection efficiency.
- Flag scheduling conflicts, back-to-back constraint violations, and report backlog risks proactively.
- Drive projects to achieve schedule, quality, and budget milestones.
- Take complete ownership of assigned projects, demonstrating strong accountability for their success.
- Manage client expectations around scope, timelines, and deliverable format.
- Support the Operations Manager in client escalation scenarios with technical input and resolution proposals.
- Assist with project inspections as needed, providing on-site support and expertise to the wider team.

## **Professionalism and Development**

- Uphold high professional standards, maintaining integrity, impartiality, and objectivity throughout inspections and reporting.
- Continuously stay updated on relevant building codes, regulations, and industry best practices across all operational Emirates.
- Pursue ongoing professional development and encourage the same within the engineering team.
- Represent The Snag Master's brand values in all client and stakeholder interactions with consistent professional demeanour.

## **TECHNICAL REQUIREMENTS**

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- Proven expertise in snagging and defect identification across architectural, MEP (mechanical, electrical, plumbing), and finishing trades.
- Proficiency in reading and interpreting construction drawings, specifications, and Bills of Quantities.
- Working knowledge of UAE building codes and regulations - Dubai Municipality codes, Abu Dhabi QCC standards, and fire and life safety codes.
- Experience with DLP inspections, handover processes, and developer-side quality assurance workflows.
- Familiarity with RERA-related deliverables including Reserve Fund Studies, Building Condition Audits, and CAPEX assessments.
- Competence in the use of inspection tools and technology: thermal imaging cameras, moisture meters, laser measuring devices, and digital reporting platforms.
- Strong report-writing ability - concise, observational, and structured within defined word limits and format standards.
- Understanding of BUA-based inspection scoping: translating property size into duration, team sizing, and resource planning.
- Proficiency in MS Word, MS Excel is a must.



## NON-TECHNICAL REQUIREMENTS

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- Demonstrated leadership and team coordination skills in a field operations environment.
- Scheduling awareness - understanding of back-to-back constraints, emirate-based time cutoffs, travel buffer requirements, and driver pool logistics.
- Excellent client-facing communication: ability to explain technical findings clearly, professionally, and without overstepping into conclusive statements.
- Strong ownership mentality for report delivery commitments - self-managing workload, prioritising completion, and escalating early when timelines are at risk.
- Multi-emirate operational readiness - willingness and ability to work across the UAE as scheduling requires.
- Problem-solving under time pressure - ability to adapt to last-minute scheduling changes without disrupting the broader operational plan.
- Quality assurance mindset - attention to detail in reviewing team output, catching format drift, and enforcing reporting standards consistently.
- Professional demeanour and the ability to represent The Snag Master's brand values in all client and stakeholder interactions.

## QUALIFICATIONS & EXPERIENCE

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### Essential

- Bachelor's degree in Civil Engineering, Architecture or a closely related discipline.
- Minimum 5–7 years of experience in property inspection, snagging, or construction quality assurance.
- At least 2 years in a supervisory or team lead capacity within a field operations setting.
- Valid UAE driving licence.
- InterNACHI or RICS certification.

### Desirable

- Member of Society of Engineers – Dubai Municipality.
- Experience working within the UAE real estate and construction market.
- Familiarity with RERA regulatory requirements and associated service deliverables.
- Arabic language proficiency (in addition to English fluency).

## WHAT WE OFFER

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- Opportunity to lead and shape the inspection operations of a growing, specialist company in the UAE market.
- Direct involvement in operational strategy and process improvement.
- Collaborative working environment with a focus on professional development.
- Competitive compensation package commensurate with experience and qualifications.
- Multi-emirate exposure across diverse property types and client portfolios.

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*This job description is intended to outline the general nature and scope of the role. It is not an exhaustive list of all duties and may be amended at management's discretion as operational needs evolve.*