

PRIVATE & CONFIDENTIAL

PROPERTY SURVEYOR JOB DESCRIPTION

In this role the key responsibilities under the guidance of the Lead Property Surveyor will be the following:

Inspection and Reporting:

- Conduct thorough inspections of properties at various stages (new construction, renovations) covering structural integrity, plumbing, electrical systems, finishes, and fixtures.
- Identify and document any defects, imperfections, or unfinished work (cracks, leaks, faulty wiring, poor finishing) with photos and videos for clarity.
- Generate comprehensive reports detailing each snag's location, severity, and recommendations for resolution.
- Discuss findings with clients, contractors, and stakeholders, explaining implications and suggesting solutions.
- Conduct follow-up inspections to ensure identified issues are addressed effectively.

Project Management and Communication:

- Develop and manage daily work plans for engineering teams, ensuring efficient progress.
- 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.
- Assist with project inspections as needed, providing on-site support and expertise.
- Drive projects to achieve schedule, quality, and budget milestones, exceeding expectations.
- Take complete ownership of assigned projects, demonstrating strong accountability for their success.

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.