

<b>Job Description:</b>	<b>Surveyor:</b>	Date: 28 <sup>th</sup> March 2008 Page 1 of 3
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# Swiftclean

## ENVIRONMENTAL

JOB TITLE: SURVEYOR

RESPONSIBLE TO: HEAD OF SURVEYING

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### RESPONSIBILITIES:

**To act as a surveyor of air and water quality on behalf of the company, carrying out various assessments, including legionella risk assessments in accordance with the Approved Code of Practice L8, on clients premises throughout the UK. Assess and report on findings relevant to the level of statutory compliance and industry recognised standards as appropriate.**

### FUNCTIONS:

- **Liaising with clients/customers to arrange site visits, details of work etc**
- **Organising appropriate equipment necessary for the tasks in hand, and ensuring all equipment is functional and within calibration limits**
- **Arrange travel where necessary, to and from clients' sites**
- **Carry out site surveys for air and water quality of associated buildings, according to company method statements and procedures**
- **Liaising with client/site personnel with regards to work progress/issues**
- **Ensuring all necessary information is recorded before leaving site**
- **Writing up reports using standard documentation, entering site data and forming conclusions**
- **Printing and binding reports to be sent to clients in the time allocated**
- **Representing the company and promoting a professional image in the market place**
- **Using the Prospects CRM system to record all completed works, and to set re-calls for other members of staff**
- **Setting a good example to others and ensure that customers and staff are dealt with in a professional and courteous manner**
- **Ensuring adherence to company procedures**
- **Liaising with the sales team on important site issues and remedial works required**
- **Supporting other members of the surveying team when possible**

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RESOURCES REQUIREMENTS:

**Mobile telephone**

**Company vehicle or own vehicle on business mileage allowance**

**Vehicle recovery service contract (if company vehicle)**

**Survey kit (torch, camera, temperature probe, infra-red gauge, tape measure, tools, ladder)**

**PPE (Steel toe-capped footwear, high visibility vest, hard hat, dust/legionella mask, protective overalls)**

MEETING ATTENDANCE REQUIREMENTS:

**6 Monthly surveying meetings and as required**

JOB HOLDERS PERSONALITY PROFILE:

**The applicant shall be a confident and practical individual with good attention to detail and the ability to work alone or within a team, possessing good communication skills, both written and verbal. Must be good with personal time management, well presented, IT literate and have sound mathematical skills. A driving licence is essential.**

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