

Schedule 1 to Statement of Employment Particulars

KENSA CONTRACTING LIMITED - JOB DESCRIPTION

Job Title: Assistant Contract Surveyor

Workplace: Exeter Office

Responsible to: Matt Fontaine, Senior Contract Property Surveyor

Responsible for: Nil Staff

Overview:

Kensa Contracting is a dynamic company with extensive expertise in the delivery of Ground Source Heat Pump systems for commercial and domestic retrofit/new-build applications. Kensa is the market leader in the field of GSHP, and is a British manufacturer of Ground Source Heat Pumps, based in Cornwall.

This is a challenging, stimulating and varied role with excellent potential for professional growth and development.

Main Purpose of Job:

To assist the Senior Contract Surveyor and Project Delivery Team in gathering, collating and processing information required to design ground source heating systems in compliance with MCS requirements; performing room by room heat loss calculations to BS EN 12831 and MCS standards; utilising site data supplied by surveyors; collating and summarising heat load data; performing SAP calculations to aid with ECO submissions.

To assist Surveying and delivery team in the production of system designs and as installed CAD drawings whilst monitoring, maintaining and updating design issue and revision status spreadsheets.

Perform necessary project administration and assist with MCS, Achilles, Safe Contractor and ECO Technical monitoring compliance, including data entry and project file maintenance as required.

Environment:

Kensa Contracting operates nationwide from two sites, one in Truro (Mt Wellington (production/administration) and one in Exeter (sales/marketing). The role will be based at the

Exeter office but will also involve travelling to active or potential sites anywhere in the country. You will also be required to travel to either of the two offices to attend meetings.

People dealing with:

Clients, social housing landlords, construction companies, social housing tenants, distributors, installers, suppliers and colleagues.

Key Tasks:

1. To perform room by room heat loss calculations for each dwelling on a project
2. Collate heat loss information into a heat loss summary for approval by Senior Contracts Surveyor
3. Perform fSAP calculations for each dwelling on a project
4. To produce property floor plans using CAD software and support delivery team in CAD system designs
5. Calculate radiator sizes to meet agreed heat emitter ratings at design internal and flow temperatures
6. To send summary heat load information to specialist ground array designers to allow calculation of borehole depths
7. To record site commissioning information provided by sub-contractors and or site managers
8. Maintain and review regularly the design issues/revision spreadsheet and update accordingly
9. Perform data entry and project administration required to comply with related design and installation standards
10. Support project survey, delivery and sales teams with technical information and guidance
11. Formal reporting of design progress to Senior Contract Surveyor and Contracts Manager on a twice monthly basis.

Key Behaviours

1. To build a comprehensive knowledge of Kensa products and to keep updated with changes in product design and application.
2. To deal with issues in a calm, non-confrontational and courteous manner. To take responsibility for ensuring follow-up actions are taken and full information is recorded.
3. To undertake training and to assist in training other members of staff as required.
4. To actively and positively contribute to any appraisal process and to follow up agreed actions.
5. To remain a positive ambassador of Kensa at all times
6. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines.
7. To work at all times in accordance with the company's Dignity & Diversity at Work Policy.
8. To undertake such other duties as may be required within the general scope of the job.

Remuneration

Annual salary of £22,000 – £26,000 depending on qualifications and experience. You will also partake in the company performance related pay plan.

Other

This job description may be subject to change, in consultation with the post-holder, in response to new circumstances.