

Schedule 1 to Statement of Employment Particulars

KENSA CONTRACTING LIMITED - JOB DESCRIPTION

Job Title: Energy Surveyor

Place of Work: Exeter

Responsible to: Matthew Fontaine, Design Manager

Responsible for: Nil Staff

In line with our rapid but sustainable growth, Kensa Contracting the dynamic contracting arm of the Kensa Group is now inviting applications for an experienced Energy Surveyor, responsible for surveying, modelling, data-analysis, certification, and processing of building data pertaining to the installation of energy efficient technologies.

This is a position for an individual with a high degree of RdSAP/SAP knowledge, at least 4 years energy assessment experience and an outstanding audit record.

Key Tasks:

- Gather and analyse construction data via plans and/or site survey
- Conduct heat loss calculations in accordance with BS EN 12831
- Draft and Lodge RdSAP certificates
- Draft and Lodge SAP certificates
- Renewable Heat Incentive projections
- Energy Company Obligation projections
- Assist the sales department in preparation of final quotations
- ECO and RHI funding applications
- ECO manual calculating
- Research and reporting of legislative development
- Manage Subcontractors in production of EPC, SAP and MCS heat loss calculations
- Liaise with clients in scheduling survey appointments
- Project Survey Reports
- Risk-assessments and Method Statements
- Monthly project progress reports to line manager

Environment:

Kensa Contracting operates from two sites, one in Truro (production/administration) and one in Exeter (sales/marketing). The position will be based at Kensa's Exeter office and will involve regular travelling to active or potential sites anywhere in the UK.

People Dealing With:

Clients, social housing landlords, construction companies, social housing tenants, sub-contractors, installers, suppliers and colleagues.

Key Behaviours

1. To build a comprehensive knowledge of Kensa products and to keep updated with changes in product design and application.
2. To interact with householders 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.

Qualifications and Experience

Domestic Energy Assessor (DEA level 3) and On-construction Domestic Energy Assessor (OCDEA level 3) qualifications and experience required.

SSSTS and NDEA level 3-4 qualification desirable.

Remuneration

Annual salary of £28,000 – £32,000 depending on qualifications and experience. You will also partake in the company performance related pay plan.