

JOB DESCRIPTION FOR QUANTITY SURVEYOR

Job Title: Quantity Surveyor

Department: Estimating

Reporting: contracts Manager

Job Summary

Quantity Surveyor reports to contracts manager and is involved in maximizing project margin, adding value to the construction process by proactive involvement in procurement, cost management and reporting. The Quantity Surveyor drive best value from suppliers and subcontractors. Carries out monthly financial reviews on projects and forecast final outturn values for cost, sales and margin. Maximize value of monthly applications and measurement and submission of contract variations. Timely submission and negotiation of final accounts to the client / main contractor and subcontractors.

Scope *(The way that the position impacts on the organization)*

Quantity surveyors are considered the economists of the construction industry and are also referred to as a construction cost consultants. A quantity surveyor is central to the decision-making process throughout the development of a project, from initial inception to final completion. They prepare cost plans for projects which enable the design team to arrive at practical designs for projects and to stay within budget. They can also act as project managers and are major contributors to the success of all types of projects in all sectors of the industry.

Task and Responsibilities

- Prepare cost analysis based on the architectural drawings, engineering estimates, materials required and labour involved.
- Prepare cost plans to enable design teams to produce practical designs for construction projects, which involve liaising with architects, engineers and subcontractors.
- Prepare tender and contract documents, including bills of quantities
- Evaluate tenders from contractors and subcontractors and, where appropriate, negotiate with the contractors.

- Control all stages of projects within predetermined budget and expenditure.
- Monitor and keep track of project progress and are responsible for the measurement and valuation of variations in the work during the contract, for agreement of interim payments and the final account.
- Work as part of a team to ensure that the requirements of the client are delivered.
- Carry out monthly valuations of work in progress, including forecasting of final costs and sales.
- Provide advice to project staff on commercial and contractual matters including reviewing and drafting of correspondence.
- Commercial vetting of sub contractor tenders and contracts.
- Certification of subcontractor monthly valuations and final accounts.
- Able to work well within a team based environment.
- Communicate regularly with project staff and specialist subcontractors to ensure commercial controls are in place, understood and followed at all times.
- Manage and produce accurate formal reports in accordance with business timetable.
- Monitor all commercial information in relation to project including labour, material and sub contractor cost forecasting thus ensuring budgets adhered to.
- Supply all relevant information to the General Manager and or the Managing Director for review at the specified intervals set.
- Assist General Manager and or the Managing Director with a range of other duties as may be required from time to time.

Required Knowledge, Skills and Abilities

- Commercially astute, numerate, risk averse & able to accurately forecast cost & sales.
- Multi tasking, self-motivated, energetic team player with a flexible and adaptable approach to work.

- Have good practical organization skills, planning of resources and programme scheduling.
- Be able to provide both summarized and detailed reports, on current activities.
- IT Literate able to use Microsoft Office and Microsoft Project.
- Ability to use Construction Costing Software (“Candy”).
- Demonstrable experience in construction contracts.
- Smart and professional appearance.
- Good command of written and spoken English.
- Customer focused.
- Communicator & motivator with ability to communicate across all levels.

Education and Formal Training

- 4 year full-time or five year part-time B.Sc (QS) university degree
- 3 year University of Technology diploma advancing to a B-Tech degree after a further year of study.

Work Experience

- Minimum 5 years quantity surveying experience within the Mechanical, Electrical and Power contracting organizations.