

Job Description – Assistant Quantity Surveyor

Reporting to: Commercial Manager / Senior Quantity Surveyor

Management Responsibility for:

Areas of responsibility:

Assist in the preparation of site budgets, value engineering, monitoring actual costs, monthly valuations, progress and stock on site.
Attend Project Team meetings, sharing site budgets, cost variances.
Sub-contractor enquiries, analysis and orders, incl Roads, sewers & Groundworks.
Labour only estimates.
Sub-contractor valuations – progress, site measurements, variations, retentions, contra charges and final accounts.
Customer variations – site specific pricing, one off quotations, sub contractor orders and monitoring costs.
Assist with the Housing Association contract from inception to completion.
Be aware of all codes of practice that impact on cost e.g. Building Regulations, NHBC requirements, HSE etc.

Tasks:

Attend Project Team meetings, supporting the Senior QS.
Reviewing project information to add value and reduce costs at every opportunity.
Agreeing the sub contract specification for enquires.
Liaise with Site Manager to agree scope of works / extent of enquiries.
Sub-contractor enquiries, analyse quotations and raise orders.
Labour only groundwork estimates, if required.
Brickwork take offs, measures if required.
Assist in the calculation of Working Site Budget, estimating costs from working drawings and orders placed to date.
Monthly valuations, including stock on site, progress and cost to completes,
Sub contractor valuations, agreeing progress and variations with Site Manager and carrying out site measures, as required.
Source new sub-contractors as required.
Pricing customer variations and variation orders.
Raise orders for customer variation works.
Assist with the HA contract, including completion dates, customer extras and handover pack.

Outputs:

Project Meeting notes.
Site budgets.
Monthly valuations.
Sub-contractor orders.
Sub contract valuations / payments.
Site specific options price lists.
Variation quotations.

Direct Communication:

All departments
Technical
Accounts
Sales
Production
Sub contractors
Suppliers

Indirect Communication:

Purchasers

Hours of Work: 8.30am – 5.00pm

Location of Work: Head Office

This Job Description is not intended as an exhaustive list. It provides a guideline and a basis for review and comment.