

## Job Description – Quantity Surveyor

**Reporting to:** Commercial Manager

**Management Responsibility for:**

Financial performance of projects and improving the operating margin.  
Adding value to projects.

**Areas of responsibility:**

Project cost control – site budgets, value engineering, monitoring actual costs, monthly valuations, progress and stock on site.  
Implement wherever possible value engineering solutions & strategy to optimise profit and efficiency for the business.  
Lead 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.  
Report on weekly sales completions.  
Training of Assistant QS / Trainee QS.  
Manage 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:**

Lead Project Team meetings, driving the Project forward to achieve its key objectives.  
Reviewing project information to add value and reduce costs at every opportunity.  
Agreeing the sub contract specification for enquires.  
Liase 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.  
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.  
Encourage and develop Assistant QS / Trainee QS.  
Manage 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.  
Weekly sales report.

**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.***