

## JOB DESCRIPTION

### Quantity Surveyor



#### Section A: Organisation Detail

TITLE:	Quantity Surveyor (QS)
EMPLOYING COMPANY:	CBC Tauranga
RESPONSIBLE TO:	BOP Manager
DELEGATION DURING ABSENCE:	The BOP Manager is to delegate the QS's responsibilities to appropriate personnel when required during periods of absence.
PRIMARY OBJECTIVE:	To carryout accurate and timely costing and budgetary control of all projects under their authority and as directed complying with company policy and procedure.

#### Section B: Accountabilities

##### Job Area: Industry Knowledge and Networks

Key Accountabilities	Measurement Areas
New job opportunities identified	<ul style="list-style-type: none"><li>○ Maintain an awareness of prospective work through contacts made.</li><li>○ Advises management of prospective opportunities.</li></ul>

##### Job Area: Project Management – Preliminary (Assisting Estimating)

Key Accountabilities	Measurement Areas
Systems and necessary data established to enable effective transfer of tender information to the construction team	<ul style="list-style-type: none"><li>○ Assist as requested with the Tender process, including:<ul style="list-style-type: none"><li>○ Calculating work measurement and pricing for all identified business opportunities, including issuing price enquiries to, and evaluating sub-contractors/suppliers (if any) and their pricing for tender submission.</li><li>○ Applying standard costing methods (including preparing schedules for Preliminary + General + Construction costs) that will facilitate subsequent tracking and analysis of costs and revenues.</li></ul></li><li>○ To establish build-budget, with appropriate cost codes and cost allocation.</li><li>○ Providing cost plan advice and comparative cost advice for alternatives in various building components/methods inclusive of plant and equipment etc., including any labour deployment statistics/ratios etc.</li></ul>

##### Job Area: Project Management – Preliminary (Project Setup)

Key Accountabilities	Measurement Areas
Systems refined to meet actual on-job requirements	<ul style="list-style-type: none"><li>○ Attends handover meetings to learn and understand key aspects of the project including: to confirm the overall approach, to assimilate the risks and opportunities, and to identify any specific appointments required for the construction team.</li><li>○ Evaluates the Tender submission and related documents for opportunities to benefit during the project construction.</li><li>○ Carries out plan appraisal documenting differences between Tender and Contract.</li></ul>
Project approach understood and further benefits and issues identified	<ul style="list-style-type: none"><li>○ Be fully aware of and understand Contract documentation required for all members of the construction team e.g (head contract details, insurances, complete pre-drafted subcontract</li></ul>

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	<p>agreements etc.) and distributes to relevant parties.</p> <ul style="list-style-type: none"> <li>○ Arrange preferred subcontractors to establish the basis of subcontractor agreements.</li> <li>○ Sets up project protocols relating to costs with the CBC site team for the most effective way of administering the project through to completion.</li> <li>○ Assembles subcontractor, supplier documents as required.</li> </ul>
Effective construction team in place	<ul style="list-style-type: none"> <li>○ Actively participate in the appointment of the optimum subcontractors and preferred suppliers.</li> </ul>

**Job Area: Project Management: Monitor Project**

Key Accountabilities	Measurement Areas
Effective reporting of project to facilitate achievement (or better), of the job budget (dollars) and the deadlines in the construction programme (times)	<ul style="list-style-type: none"> <li>○ In conjunction with appropriate BOP Manager /PM, monitoring and tracking job progress on budgets (and cost codes) and construction programme.</li> <li>○ Timely reporting of cost performance; including highlighting of any variances.</li> <li>○ Analysis of plant and labour usage compared to budget and cost coding accordingly.</li> <li>○ Timely liaison with accounts to check and cost code all invoicing.</li> </ul>

**Job Area: Financial/Costing**

Key Accountabilities	Measurement Areas
In liaison with Project Manager, contract progress and final claims prepared	<ul style="list-style-type: none"> <li>○ Check, submit and prepare sectional and/or final accounts for PM approval prior to final negotiation with clients, consultants.</li> <li>○ Check, submit, and prepare sectional and final accounts for PM approval prior to final negotiation with subcontractors, suppliers.</li> <li>○ Finalise all retention release payments.</li> </ul>
Historical cost records are available to improve future decision making	<ul style="list-style-type: none"> <li>○ Creating complete and accurate records, and storing these appropriately for easy retrieval and future learning.</li> </ul>

**Job Area: Project Management: Variations**

Key Accountabilities	Measures
Variations processed and approvals arranged	<ul style="list-style-type: none"> <li>○ In liaison with project team, timely identification of our claims for variations, ensuring they are justified, supported by appropriate documentation, and approved by Client/PQS.</li> <li>○ Analyse invoices and timesheets and, where required, incorporate into the variation processing regime.</li> <li>○ Review any claims for variations from subcontractors, or suppliers evaluating their justification.</li> <li>○ Distributes all contract instructions, variation requests, amended plans etc to all affected parties.</li> </ul>

**Job Area: People**

Key Accountabilities	Measures
Staff have the right skills and right attitudes to complete assigned tasks competently, and in the CBC way	<ul style="list-style-type: none"> <li>○ Ensures relevant people have the necessary Quantity Surveying information (including drawings and specifications), to effectively and efficiently complete their work.</li> </ul>
Requirements for a safe working environment, including safe working	<ul style="list-style-type: none"> <li>○ Takes appropriate action and reports unsafe situations and practices as necessary.</li> </ul>

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practices, are met	
Contribute to effective team work culture	<ul style="list-style-type: none"> <li>○ Maintain high level of two-way communication with CBC staff.</li> <li>○ Active and positive participation in site meetings, particularly where information relating to project performance is being reviewed.</li> <li>○ Timely and accurate communication of information (both regular formal reports and one-off) to all key stakeholders (e.g. clients, consultants, subcontractors, staff and CBC management) that enables them to better do their work and contribute to the overall success of the project.</li> <li>○ Establishes and maintains positive relationships with site personnel to become aware of “what’s happening” and be better able to take pro-active steps to deal with problems before there is escalation and/or delays.</li> </ul>
Contribute to success of the project	<ul style="list-style-type: none"> <li>○ Keeping up to date with new construction materials, technologies, methods, rules and regulations and sharing this knowledge as appropriate.</li> <li>○ Active participation with PM and BOP Manager in the effective management of the project, including regular scheduled meetings with BOP Manager and PM.</li> <li>○ Active and positive consultation with Client/Consultants.</li> <li>○ Maintains accurate and up to date contact list of project participants, and distributes/posts this as appropriate.</li> </ul>
When requested, assisting project team to complete work	<ul style="list-style-type: none"> <li>○ Liaising with PM regarding project progress, and helping where requested, and where it is appropriate.</li> </ul>

**Job Area: Policy, Procedures and Practices**

Key Accountabilities	Measures
Company documented policies and procedures, relevant legislation, and ‘best practice’ are complied with	<ul style="list-style-type: none"> <li>○ Timely and competent estimating when required.</li> <li>○ Recommending improvements to existing procedures/systems.</li> </ul>
Comply with company requirements re; timings for information distribution	<ul style="list-style-type: none"> <li>○ Timely and accurate returns.</li> </ul>
Positive promotion of Health, Safety, and Environment	<ul style="list-style-type: none"> <li>○ Maintains relevant, current working knowledge of Health and Safety, including Site Safe qualification (or equivalent).</li> <li>○ Monitors site and work environment, taking appropriate, positive action in response to any safety concerns/issues.</li> </ul>

**Job Area: Non-Core**

Key Accountabilities	Measures
Supporting Team and overall Company performance	<ul style="list-style-type: none"> <li>○ When requested, assists other Team members/other parts of the Company by carrying out other duties, within areas of competence, to meet short term key priorities.</li> </ul>

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#### Section C: Authorities

The QS has the authority to:

- Prepare for BOP Manager final approval the suppliers and subcontractor's progress claims and final accounts for payment