



|                      |  |
|----------------------|--|
| Job Title            | <b>Manager I – Quantity Surveying</b>  |
| Department/Institute | <b>Capital Projects</b>  |
| Reporting to         | <b>Director – Capital Projects</b>   |
| Main Objective       | <b>To undertake a full range of pre and post contract quantity surveying for medium/ large and complex projects.</b> |

## **Contract Surveying**

1. Prepare Bills of Quantities, Schedules of Works, Specifications and all contract documentation, ensuring that these comply with the project brief and timescale, budget estimates, all relevant legislation, regulations and policies. Manage associated contractual issues, these will include:

- Assessing competitive tenders received, making recommendations and reporting thereon
- Determining the extent and value of building work executed for interim payments to contractors
- Assessing and settling contractors claims throughout the contracts
- Providing professional feedback to the team
- Providing professional advice on contractual matters
- Monitoring expenditure
- Issuing the Final Certificate.

2. Prepare specifications and contract documentation in conjunction with construction framework partners dealing with all the Council's reactive and planned maintenance, major and minor construction projects.

3. Prepare preliminary estimates, cost plans, feasibility studies including advising clients/architects on economical construction methods, procurement, programming and contract matters, to enable costs to be accurately advised to clients.

4. Assist with the introduction and development of information technology/management systems in order to optimise and improve working practices and procedures and assist in the training others in the use of these systems.

5. To carry out monthly valuations of work in progress, including forecasting of final costs and sales. f Prepare and monitor project cash flow forecasts.

6. Measure, value, submit and negotiate contract variations.

7. Provide advice to project staff on commercial and contractual matters including reviewing and drafting of correspondence.

8. Prepare submit and negotiate project final accounts.
9. Commercial vetting of contractor tenders and contracts.
10. Certification of contractor monthly valuations and final accounts.

**People Management:**

11. Able to work well within a team based environment.
12. Communicate regularly with project staff and specialist subcontractors to ensure commercial controls are in place, understood and followed at all times.

**Administration:**

13. Manage and produce accurate formal reports in accordance with business timetable
14. Supply all relevant information to the Line Manager for review at the specified intervals set.
15. Assist the Line Manager with a range of other duties as may be required from time to time.
16. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.