

JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Quantity Surveyor Technician	Post Ref:	016581
Section:	Capital Projects and Cost Management	Grade:	5-9
Responsible to:	Senior Manager - Capital Projects and Cost Management		
Responsible for:	Trainees		

JOB PURPOSE

To provide a complete range of quantity surveying services to the Council and its service departments and to external public agencies, as directed by the Senior Manager - Capital Projects and Cost Management.

To represent the Senior Management - Capital Projects and Cost Management on construction projects and maintenance services projects emanating from the Division and to ensure compliance with professional standards, as appropriate.

PRINCIPAL WORKING CONTACTS

Senior Manager - Capital Projects and Cost Management, Senior Quantity Surveyors and Quantity Surveying colleagues, City Architect and staff that form Architect, Mechanical and Electrical and Clerk of Works Teams within the Architects Division.

Professional and Technical Staff within the Quantity Surveying Team, including Permanent, Temporary and Agency staff

Staff at all levels of City Development, together with Client Service Departments, other Councils, outside agencies, general public etc. in relation to work carried out.

Senior Officers of the Council.

MAIN DUTIES

Preparation of Contract documentation for all trades of large, medium or complex projects.

Preparation of probable costs.

Site measurement, valuations and preparation of final accounts for all contracts with the minimum amount of supervision.

Assist with preparation of Committee reports, as required.

Represent the Senior Manager - Capital Projects and Cost Management on and to outside bodies to secure adequate presentation of the Council's interests and to ensure that value for money is obtained for any resources provided.

The responsibility, development, co-ordination and implementation of specific duties, procedures, etc, as may be assigned by the Senior Manager - Capital Projects and Cost Management.

Co-ordination and controlling activities of reporting staff and monitoring their progress against established and agreed objectives defined in the Project Quality Plan held for each project.

Assisting in the maintenance and enforcement of the Division's Health and Safety policies.

Implementation of the Council's policies as relevant to the Division.

Assistance in the formulation of architectural and technical services policies and ensuring that these complement and contribute to the Division's corporate objectives.

The compliance with all statutory requirements in the fulfilment of their duties.

Roles and responsibilities as defined within the Division's Quality Management System.

Roles and responsibilities as defined within the Division's Environmental Management System.

Carry out additional duties.

PROFESSIONAL/TECHNICAL

Provide Technical and Professional advice to the Service, other Council Services and external public agencies, as appropriate.

Undertake any relevant duties and responsibilities required by the Team Leader, Senior Management - Capital Projects and Cost Management and the Executive Director of City Development.

PERSONAL

Responsible for undertaking training, including CPD, as required and agreed by the Council and the post holder's line manager.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Quantity Surveyor Technician

DIVISION/DEPARTMENT SECTION: City Architects Division, City Development

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	HNC Quantity Surveying, or equivalent	BSc Quantity Surveying	Application Interview Check Qualifications
RELEVANT WORK/OTHER EXPERIENCE	Relevant knowledge and experience Good understanding of contract conditions Cost control and management skills Knowledge of Health & Safety legislation, including CDM.	Knowledge and experience as a QS Technician Experience of current procurement methods. ISO 9001 ISO 14001. Cost analysis	Application References Interview
PARTICULAR SKILLS/ABILITIES	Ability to work with minimum supervision Effective Time Management to achieve project objectives. Computer literate with working knowledge of MicroSoft Office suite Good negotiating skills	Ability to work with people in other disciplines and deal directly with clients.	Application References Interview
PERSONAL QUALITIES	Good communicator and team worker. Flexible Resourceful with problem solving abilities Ability to work individually or in a multidiscipline team.	Progressive Outlook.	Application References Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to undertake site visits and surveys including working at height and in confined spaces. Provide advice and guidance to junior staff	Driving Licence (Level 3)	Application References Interview