

## Job Description

**Job Title:** Quantity Surveyor / Graduate Quantity Surveyor  
**Reports to:** Commercial Manager  
**Location:** Newry  
**Field of Work:** Water and Wastewater M&E

### SUMMARY

Manage all costs relating to existing and prospective Mechanical & Electrical Projects, from initial calculations to final figures. Work closely with commercial, project and finance departments and in accordance with company standards, procedures and design protocol. Seek to minimise the cost of projects and enhance value for money, whilst achieving company standards and quality ensuring all regulations are met. Responsible for preparing initial estimates and tracking any variations to the contract that may affect costs. Completes assigned activities under the direction of the Commercial Manager and assigned personnel.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare technical proposals and bids in accordance with Sales and Engineering specifications.
2. Liaise with internal departments and external suppliers to establish the costs and key design parameters for the selected equipment.
3. Maintain a customer focus approach and build key customer relationships.
4. Produce a detailed technical, commercial and cost schedule specification for all tenders/quotations, including monthly valuations, job costing reviews and final accounts
5. Manage monthly variations to ensure payments are received in accordance with contract conditions.
6. Prepare and analyse costings for tenders to assist the Commercial Manager
7. Ensure compliance throughout all projects with relevant health and safety regulations, environmental policy's and quality assurance guidelines
8. Review conditions of contract and / or conditions of purchase / sale
9. Evaluate technical, scope and commercial risk and mitigation measures as part of the proposals process.
10. Liaise with project delivery teams by way of an effective internal handover of a customer contract / order
11. Take ownership of several simultaneous projects from award to handover
12. Liaise with procurement department on strategy and negotiation with suppliers/potential suppliers to ensure quality while achieving cost savings
13. Performs all work in accordance with established procedures.
14. Other varied duties may be assigned as required reflecting the small team flexibility at the location

#### **LOCAL DUTIES AND RESPONSIBILITIES**

1. Support finance department as and when required.
2. As and when required attend site and pre-contract award meeting
3. Work with the supply chain/procurement to allocate risks and in support of producing competitive proposals
4. Liaising with, reviewing and interpreting client's enquiries.
5. Distribution and allocation of tender documents.
6. Excellent presentation skills to perform duties necessary for securing orders.
7. Other duties may be assigned as required.

#### **LEADERSHIP & SUPERVISORY RESPONSIBILITIES**

Manage all aspects of the contractual and financial side of projects, while optimizing budgets. Strong organisational, planning and time management skills

#### **EDUCATION, TRAINING AND EXPERIENCE**

Degree qualified in Quantity Surveying or a related discipline.

Experience working as a Quantity Surveyor, strong knowledge of contract document practices and techniques, specifically NEC forms of contract

Demonstrable experience in securing financial delivery of projects, controlling costs, progressing monthly valuations and managing early warning and compensation event mechanisms.

Previous experience in Water/Wastewater engineering projects advantageous.

#### **COMMUNICATION SKILLS**

Strong communication skills, both verbal and written, including effective negotiation and influencing skills

Ability to build, manage and maintain relationships with clients, contractors, suppliers and site staff.

Ability to interpret and make calculations based on engineering drawings and designs

Ability to integrate into a multi-disciplined engineering team

#### **INDEPENDENT JUDGEMENT, DECISION MAKING & PROBLEM SOLVING:**

Commercial awareness and decision making skills

#### **OTHER SKILLS AND ABILITIES**

**Computer skills:** Must have computer experience using company standard software and high competence in Microsoft Office programs

**Mathematical skills:**

Ability to understand and apply higher mathematical concepts such as addition, subtraction, multiplication, and division.

**Travel:** May be required to attend liaison meetings/site visits with potential clients and suppliers or to other company premises, including overnight stays  
Current full driving license.



**Other:**

- Strong organisation skills and capability to handle multiple and changing priorities.
- Ability to understand and balance the relationship of customer needs with the technical aspects of a functional wastewater treatment plant.
- Teamwork.
- Ability to read and interpret hydraulics, process & instrumentation diagrams, mechanical drawings, process terminology and specifications.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is likely to visit wastewater treatment works, pumping stations, water / sewerage mains infrastructure, water treatment plants and supply chain manufacturing / assembly premises in the normal course of employment in the role.

Date Prepared

May 2022

Approved by Line Manager

Date

Signed by Employee

Date