

JOB DESCRIPTION

Role: Estimator / Quantity Surveyor (QS)

Reports to: Managing Director –Iain Thomson

Location: Isle of Arran

Context and Purpose

John Thomson Construction Limited (JTC) is a family owned business which was founded in 1952 by the late John Thomson and continues to be managed by, Iain and Graham Thomson.

The Company is based on the Isle of Arran and operates across five main activities – construction, house building, plant and transport, quarrying and engineering, from a head office in Lamlash and a plant and transport depot in Brodick.

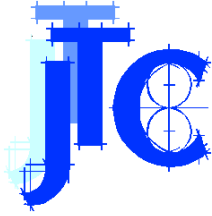
The company has an excellent track record of construction and house building projects stretching over its 60 year history and enjoys a good reputation for build quality and standard of finish. It is essential that this reputation is maintained when operating in a small, close knit community.

JTC recruits people with a good attitude and who wish to develop their career. Future opportunities with the company will be significant and in line with the Estimator/QS pivotal role in growing the organisation.

The role of Estimator / QS is key to the company's future development and success in delivering a continuous flow of new business and identifying future opportunities in both competitive tendering and design and build projects.

The Directors seek to attract a Quantity Surveyor with broad commercial skills and a strong background in estimating whilst understanding the commercial drivers, risk profiles and key success factors for Clients procuring construction works. The Estimator / QS will ensure robust, accurate and innovative advice is delivered to clients to align with their needs and business objectives. This concept has underpinned the success of JTC to date.

Key Accountabilities of the role are detailed below.



Key Accountabilities

Work Procurement (EST)

- Monitor relevant planning authority web sites to identify work opportunities
- Pursue opportunities to obtain tender documents
- Completion and submission of PQQs

Pre-Contract (EST)

- Maintain sub-contract data base
- Maintain material suppliers database
- Assess tender documents to ensure sufficient information available to prepare tender
- Take off quantities
- Prepare and issue sub-contract enquiries and assessment of quotations upon receipt
- Prepare and issue material supply enquiries and assessment of quotations upon receipt
- Pricing of Excavations, Concrete, Brickwork, Woodwork, Roof tiling, External Render, Drainage, External works and minor landscaping (all other trades are normally sub-contracted)
- Complete tender documents for submission
- Prepare specifications and / or Contractors proposals
- Submit tenders and follow up
- Post tender negotiations

Post Contract (QS)

- Maintain contract documentation and advise on pre tender and post contract matters
- Preparation and issue of contractual letters to clients and / or sub-contractors
- Post contract liaison with clients
- Post contract liaison with design team
- Carry out take offs for material procurement
- Sub-contract negotiation and letting
- Preparation and submission of interim valuations
- Site measurement
- Manage and value variations
- Agreement and certification of sub-contractors interim valuations and final accounts
- Preparation and submission of several works final account
- Agreement of final accounts



PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Degree calibre • RICS (not essential)
Skills	<ul style="list-style-type: none"> • Good working knowledge of forms of contract currently used within the Building and Civil Engineering industry • Good working knowledge of standard forms of measurement. SMM7 and CESMM3 • Driving licence • Good IT skills - particularly Word and Excel • Excellent communication skills
Personal Qualities	<ul style="list-style-type: none"> • High degree of personal motivation • Commercial acumen • Ability to work as part of a close knit management team and manage numerous activities / projects simultaneously – both short and long term. • Ability to work on own initiative and with the minimum of supervision • Outgoing personality essential for dealing directly with Clients and their design team • Good negotiator • Flexibility with regard to working across all areas of the business, and hours to meet the requirements of this challenging position.
Competencies	<ul style="list-style-type: none"> • Leadership • Enterprising and Commercial Approach • A Planned Approach • Taking Responsibility • Customer Focus • Building and Maintaining Relationships