

Post Title: Contract Surveyor (Technical Services) EE758

Evaluation: 556 Points **Grade: N8**

Responsible to: Technical Team Manager

Responsible for: N/A

Job Purpose: Support the delivery and development of a flexible project co-ordinating, estimating and surveying, design and specialist function service, ensuring high standards and cost effectiveness.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Responsible for the project management of projects and work streams allocated by the Technical Team Leader from inception to completion; controlling all facets of specialisms (such as Mechanical and Electrical services, Access, Hazards and Risk, Inspection Services, Quantity Surveying, Painting Products) cost, budgetary, tender and valuation analysis.
- 2 Responsible for aspects of contractor design elements of projects using specialist knowledge to prepare design contractual documentation, drawings, specifications, bill of quantities and other documents as necessary.
- 3 Responsible for allocated project performance management, initiate and manage all records and documentation, execute contractual claims and counter claims, and manage the preparation of reports and correspondence.
- 4 To measure up construction works in order to formulate financial evaluation and any claims that may arise.
- 5 Liaise with stakeholders, develop partnership arrangements and upstream/downstream working methodologies, measurement and monitoring to ensure viability of schemes.
- 6 To utilise and manage IT Project Management and database Systems, comply with new IT procurement portals for submissions of tender bids as necessary and attend tender interview processes for evaluation of submitted bids
- 7 Schedule, price and finalise works to form contract documentation and provide estimates, design and cost advice with regard to budgetary restrictions and suitability of works, re-tendering and re-negotiating as required.

- 8 Produce or check cost/valuations, payment of Contractor or subcontract valuations and the provision of cash flow and cost projections with advice on the implications to financial programming.
- 9 Work with supply chains to secure value for money in delivery, this will involve attendance at product panels, analysing of new technologies, negotiating on submitted prices and advising clients on alternatives.
- 10 Continually review working practices and legislation to ensure reporting systems are in line with correct construction best practice and modern technology.
- 11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 12 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.