



JOB DESCRIPTION

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| Role Title: | Surveyor | Location: | Bildeston & Site |
| Department: | Surveying | | |
| Reports to: | Managing Surveyor | Direct Reports: | None |

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| Role Overview: | You are responsible for the tendering, surveying and financially managing all contracts/jobs through to settling the final account. |
| Roles & Responsibilities: | <ul style="list-style-type: none"> • To assist the Project Manager on their projects to ensure the delivery of at least the forecasted financial return at its inception, to enable the business to reach its targets. • Assist with preparing and tendering projects when required • To ensure an order or letter of intent is in place before works proceed to cover TMJ expenditure (Any expenditure not covered must be authorized by a Director). • To review order documentation when received for errors / risk (programme, contract, warranty, correct drawings, specifications, etc.) and any problem dealt with immediately and processed to ensure no delay to payments is incurred • To attend the contract start up meeting so the project starts correctly and take any notes you require and raise any questions or concerns you have. • Review contract programme with Design and Project Manager and advise on our draft programme ensuring it is in line with TMJ's tender offer • Prepare a cash flow forecast in line with our programme charting application dates, certification dates and payment dates. This will assist maximising valuations • Issue hours against each item on the draft TMJ programme and any subsequent variations with the assistance of the Estimator if required. • A detailed JPR (cost plan) and outline procurement schedule is to be prepared by the Surveying team on the project with the assistance of Estimating and the Buying department. This can then be used to review alternative suppliers and subcontractors and prepare documents for new enquiries in discussion with the project team. • Ensure any concerns with the tender are raised with project team so these can be managed accordingly. • Review draft programme to identify subcontract resources. • Ensure the procurement schedule is updated and used to monitor progress to ensure key milestone dates for long lead items are identified and met. Review procurement schedule with DM & PM to ensure compliance with the TMJ programme. • All subcontract works and other orders should be placed in good time at the best price and ensuring it complies with specification and programme • Review final draft of the TMJ programme with the PM & DM before it is issued to the Main Contractor for approval and agreement. • Review TMJ programme against progress and hours on a regular basis with project team. • Attend site and regular contract review meetings – (at a minimum of fortnightly). • Review all variations and commented drawings with the PM & DM and help advise on the effects within the TMJ programme. Ensure Main Contractor is advised of all cost/programme implications. • All variations are to be logged on application weekly and advised cost to the Client. • Ensure applications are submitted and certificates received in accordance with the contract. • Regular meetings should be held to agree variation costs as the project progresses to assist cash flow and speed up Final Account agreement. • Prepare and regularly review the project JPR with both the PM & DM to ensure targets |

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| | <p>are met. A JPR must be done at least once a month on or about the 20th.</p> <ul style="list-style-type: none"> • Help advise on any delays within design attributed to outstanding information to ensure they are identified and reported to the Main Contractor. • Identify any potential costs through delay with the PM and advise the Main Contractor. • Ensure instructions are received from the Main Contractor for all additional works before work is undertaken and advise of cost in accordance with contract. • Liaise with the TMJ team and advise of financial issues so they can be included in the Trade Contractor Reports which will be issued on a weekly or fortnightly basis. • Help liaise with all subcontractors to ensure they comply with the TMJ programme. • Work closely with your contact with the Main Contractor to ensure a good working relationship. • Assist the Site Manager by briefing on any relevant financial details and issued with any relevant documentation. • Assist the Project and Site Manager on the correct correspondence to record any delays on site to the Main Contractor. • Liaise with the Project Team but if you have any concerns or issues inform the Managing Surveyor and/or Finance Director • Working to the high level of quality expected within the Department. • Ensuring compliance with all Company Quality and Environment Procedures • Ensuring compliance with all Company Health & Safety Policies and Procedures | | | |
| Necessary Skills/Aptitude/ Knowledge/ Experience: | <ul style="list-style-type: none"> • Highly motivated • Good communicator • Good time management and time keeping • Ability to prioritize workload and deal with busy deadlines • Astute attention to detail | | | |
| Desirable Skills/Aptitude/ Knowledge/ Experience: | <ul style="list-style-type: none"> • Surveying knowledge • Practical knowledge • Logical thinking | | | |
| Qualifications: (Desirable to do the job) | <ul style="list-style-type: none"> • Quantity Surveying Degree • Good GCSE grades, particularly in Maths | | | |
| Key Internal Relationships: | <ul style="list-style-type: none"> • Will need to build strong relationships and communicate clearly with other TMJ staff and Project Teams | | | |
| Key External Relationships: | <ul style="list-style-type: none"> • Ability to build and maintain strong relationships with Clients and Subcontractors | | | |
| Prepared By: | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Stuart Smith</td> <td style="width: 15%;">Date:</td> <td style="width: 25%;">15/03/2024</td> </tr> </table> | Stuart Smith | Date: | 15/03/2024 |
| Stuart Smith | Date: | 15/03/2024 | | |