

Quantity Surveyor/ Estimator

High-level role	Quantity Surveyor / Estimator		
Primary location	Stornoway	Secondary location	North West Scotland
Duration or phase(s)	Permanent	Scope	All Departments
Reports to	Managing Director	Employee or Contractor	Employee
Works with	<ul style="list-style-type: none"> Contract Manager Works Managers Estimator Finance Manager Department Leads 		
Authority to:	<ul style="list-style-type: none"> Lead and develop a QS function with strong commercial management culture. 		
Objectives	<ul style="list-style-type: none"> Commercial management of contracts. Providing monthly reports to directors. Budget setting and forecasting Business development relationships Procurement and bid management support 		
Accountable for:			
Can delegate to:	<ul style="list-style-type: none"> N/A 		
Special duties:	<ul style="list-style-type: none"> None 		

Role Context

Duncan Mackay and Sons Ltd is a successful Civil Engineering Contractor and Plant Hire business, based in Stornoway on the Isle of Lewis, but operating widely in the North of Scotland. Established over 60 years ago, it is a business that prides itself on working with a range of Clients enjoying repeat business and an enviable reputation for quality work.

Operating across utility, renewables and the public and private sector the company has an excellent reputation for quality and timely delivery.

To facilitate growth, the company is looking to recruit this key role to enhance its current efficiency and develop new work streams.

Understanding the need to maintain this reputation in a small close knit community is an important attitude for the successful candidate.

The directors are looking to recruit a Quantity Surveyor with commercial skills and experience in estimating, who understands the commercial drivers and the risk profiles in this sector, and the local environment in which the business operates.

SPECIFIC RESPONSIBILITIES

- Primary tasks
 - Work Procurement;-
 - Monitor the market to identify work leads and obtain tender documents
 - Completion and submission of PQQs
 - Pre Contract Estimating Function ;-
 - Maintain contract and Subcontractor database
 - Maintain material supplier data base.
 - Review tender documents and contract Terms and Condition's

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- Take off quantities and work with Directors to identify bidding and delivery strategies.
- Prepare and issues sub contract and material supply enquiries.
- Support Estimator pricing / price a variety of work scope.
- Timely completion of Tender documentation and review with directors for submission.
- Prepare contractors proposals
- Post tender negotiations.
- Post Contract - Quantity Surveying role;-
- Maintain contract documentation and advise on post contract matters.
- Post Contract liaison with Clients, designers and subcontractors.
- Manage material and services procurement.
- Sub-contract negotiation, contract letting and commercial management.
- Setting out and forecasting project commercial plans for individual contracts and overall contract work flows
- Preparation and submission of interim valuations.
- Site measurement, management and valuation of variations.
- Agreement and certification of sub-contractors interim and final valuations.
- Preparation and submission of works final accounts.
- Agreement of final accounts.
- Preparation of internal CVR's and monthly reports for directors.

SKILLS & EXPERIENCE

Qualifications & Experience:

- Hold a degree or qualification in appropriate subject - QS, Business, Engineering or Technical Discipline – Essential
- RICS – not essential
- Experience of developing & operating a commercial management and reporting system - Essential
- Work experience in utilities industry - Preferred

Knowledge & Competencies and skills:

Essential:

- Demonstrable experience in a commercial contracting environment, preferably with some time in Civils contracting role – Essential
- Good working knowledge of standard forms of Contract - essential
- Good Working knowledge of standard forms of measurement. – Essential
- Good IT skills- Essential
- Excellent communication skills.- Essential
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Personal Qualities.

- High degree of personal motivation.
- Commercial Acumen
- Ability to work as part of a close knit management team, and lead numerous activities and projects simultaneously, ranging in size and duration.
- Ability to work on own initiative with minimal supervision.
- Outgoing personality essential for dealing directly with Clients and their design teams.
- Good negotiator.
- Taking responsibility
- Flexibility to work across different areas of the business including working across the North of Scotland.
- Ability to resolve problems, adapt to change and provide clear direction to achieve objectives

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- Strong capacity for influencing positive change
- Excellent interpersonal skills with the ability to work at all levels, build trust, draw out the best from team members and able to readily teach and coach others
- Leadership
- Customer focus
- Building and Maintaining relationships