

Vacancy Reference No:

Job Title:	Highways Quantity Surveyor	Job Number:	
Directorate:	Transportation & Highways	Post Number:	1022166
Service:	Highways	Grade:	7
Location:	Whitley Depot		

Job Purpose:

Supporting the Highways Operations and Development Team Manager in producing fully costed, analytical estimates for a range of highways works undertaken by the Highways service area, working with other teams in Highways and the Division to ensure a consistent and holistic approach to the delivery of services.

Main Duties and Responsibilities:

1. To undertake estimates for complex schemes, prepare detailed bills of quantities, prepare programmes and schedules of work, including financial aspects of the works undertaken by Highways, where it is appropriate.
2. To undertake the full range of contract administration duties including on-site measurement and valuation, preparation and submission of valuations, recovery of all entitlements and maximising income due to the service area.
3. To advise, prepare reports, attend meetings, liaise and co-ordinate with others in respect of estimates and quantity surveying issues, value for money, associated works and related priorities.
4. To monitor expenditure and income on schemes and across the work programme and raise any concerns with the Manager.
5. To support the management and maintenance of manual and computerised record systems including financial, resource, performance, health and safety, specification and drawings to deal with matters arising from enquiries.
6. To respond verbally and in writing to enquiries from elected members, the public, contractors and statutory bodies etc to meet the Council's aims and objectives, particularly with regard to the highways management and maintenance service.
7. To represent the Section at appropriate member, officer or public meetings as required including deputising for the Commercial Services Team Manager on specific issues.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Highways Operations and Development Manager

Date Reviewed: November 2019

Updated: September 2020

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Person Specification

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Area	Description
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Knowledge:	Detailed knowledge of valuation and measurement of highway works, including usage of applicable standard methods of measurement.
	Knowledge of current highway maintenance and construction practices.
	Knowledge of materials, plant and transport employed in highway construction and maintenance projects.
	Knowledge of computer systems used in an estimating office environment.
	Detailed knowledge of procurement practices used in construction, including forms of tender, conditions of contract and forms of partnership.
	Knowledge of quality assurance and environmental management systems and how they apply in the highways environment.

Skills and Abilities:	High level of project management skills
	High level of communication skills, both verbal and written
	Ability to take off quantities from drawings and prepare bills of quantities.
	Ability to respond effectively to the needs of customers, clients and stakeholders.
	Ability to maintain electronic record systems including detailed analysis of data.
	Ability to prioritise effectively to meet demanding and changing deadlines.

Experience:	A minimum of 3 years relevant experience
	Experience of estimating and/or quantity surveying in a highways environment
	Appropriate level of experience of highway construction and maintenance activities and techniques used in the course of undertaking such works.
	Experience of producing estimate, tenders, bills of quantities, valuations and carrying out contract administration
	Experience of the responsibility for financial management and budgetary controls of complex schemes.

Educational:	Member of Chartered Institute of Civil Engineering Surveyors or other appropriate professional qualification
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Special Requirements:	Prepared to work outside of normal office hours to support seasonal or emergency activities to support the delivery of highways projects to meet demands and deadlines.
	Able to work in all weather conditions for extended periods of time.
	Current full driving licence.

Date Reviewed: November 2019

Updated: September 2020