

## **JOB DESCRIPTION – Quantity Surveyor**

Job Title	Quantity Surveyor
Date Reviewed	April 2021
Responsible To	Commercial Manager
Responsible For	None
Location	Maidenhead

### **Business Profile**

AVK are the UK's leading provider of critical power systems and maintenance that guarantee reliable power. For 31 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation and on-going maintenance of critical power systems. We provide solutions for standard or large scale bespoke applications, covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

### **Role summary**

AVK require a Quantity Surveyor to support our Project team in the commercial aspects of our business. The successful candidate will be from a Mechanical and Electrical M&E contracting background. Able to work at all levels from end client through to our sub-contractor supply chain ensuring risk reduction on terms and conditions, cash flow on projects and final account payments.

## Responsibilities

	Quantify, budget and manage costs of works for all AVK projects
	Review and approve contract terms and conditions, manage commercial correspondence to clients and our supply chain
	Oversee and manage commercial aspects of AVK projects working closely with the project sales and project delivery teams
	Provide input and guidance on tender submissions and projects by analysing all options available to ensure client expectations are met within budgeted costs further enhancing value for money
	Attend site meetings as necessary for contractual cost discussions with clients
	Assist in all processes required to safely deliver our client projects whilst maintaining compliance to company procedures and policies
	Advise the Project Management Team of any potential over-spends, non-compliances and any issues that may arise on a project
	Undertake and assist with the valuing of variations and change orders throughout the project working closely with the Project Management Team
	Monitor actual performance on active projects against agreed budgets
	Interpret drawings, specifications, contracts and programmes to ensure the business is aware of opportunities and risk
	Take responsibility in conjunction with the commercial and project team with the preparation of monthly project and financial project reports
	Report monthly to the Project Management Team
	Assist in the procurement of materials of on-going projects, securing best value
	Demonstrate confidence and expertise in dispute resolution and risk in addition to opportunities profiling
	Assist in improving AVKs supply chain
	Carry out commercial audit of projects to ensure that the PM's are using the correct template and processes
	Produce cashflows with the PM's to ensure AVK remain cash positive
	Ensure correct notices are issued

### Person specification

<b>Key skills and knowledge</b>	<b>Desired/Essential</b>
Minimum of 2 years' experience as a M&E Senior Quantity Surveyor	Desired
Excellent interpersonal and face to face communication skills	Essential
HNC/HND degree in Quantity Surveying/Construction Management	Essential
Training covering contract tendering, estimating and buying	Essential
Experience within power generation and construction industry	Not Essential
Strong numeracy and financial management skills	Essential
An organised and methodical approach to work with proactive problem-solving skills	Essential
Experience of using Microsoft suite, project management and financial software	Essential
Full driving licence	Preferred
Cost planning skills and experience of successful project delivery on or under agreed budgeted cost	Essential