

Position: MANAGING SURVEYOR - CONSTRUCTION

Construction

Our Construction teams work across a variety of civil engineering and related disciplines from house building to laying water mains, and road surfacing to commercial refurbishment. Pat Munro has been active in Construction in the North of Scotland for over 60 years, and as a significant player in the Highlands now holds a number of key industry accreditations including registration with Constructionline, CHAS, WIRS, and National Highway Sector Scheme approvals for supplying and laying road surfacing.

Position Details

Job Title – **Managing Surveyor (office based, full-time, permanent)**

Location – **Alness**

Working Hours – **42.5** hours per week (between office hours of 7am – 5pm Mon to Fri).

Remuneration – £negotiable depending upon relevant experience

Other Benefits – 3% pension contribution & Death in Service Cover

Holidays – **34 days** per year with 12 fixed days (for full-time positions)

Probationary Period – **3 months** from commencement, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Principal Job Responsibilities

- Effectively managing a section of the Department's Commercial Team, coordinating their respective workloads, providing support and leadership, and mentoring as necessary.
- Preparing such reports as requested / required by the Commercial Manager.
- Work towards achieving departmental and company-wide objectives and targets.
- Liaison and meetings with clients, design teams, subcontractors and colleagues.
- Ensuring commercial and contractual matters - across all projects - are properly managed and the company's position is protected. This to include reviewing incoming contract documents and preparing for signing by Commercial Manager/Company Directors.
- Analysis and recommendation on Subcontract Awards.
- Preparation of Subcontract Award documentation, compliant with our quality assured procedures.
- Processing of Subcontractor measurements, claims and payments.
- Establishing and maintaining contract files, including dealing with general correspondence, etc.
- Preparing measurements, interim valuations and final accounts.
- Identifying and valuing variations to contract works and ensuring appropriate formal documentation is timeously generated for same.
- Co-operation with operational staff to ensure effective and timeous delivery of projects.
- Such other duties as may be necessary and, from time to time, allocated to the

post-holder.

Applicant Qualities

The successful applicant will ideally have the following skills, qualities & experience: -

- Previous relevant experience, ideally within a similar role.
- Recognised relevant academic qualification.
- Construction Skills Certification Scheme qualification of a relevant type (CSCS).
- Good experience of working with standard forms of construction contract, in particular JCT and NEC forms.
- Knowledge of Health & Safety and Environmental legislation.
- Full UK driving license.
- Structured and diligent approach to task management and record keeping.
- Good communication skills, with both clients and other company personnel.
- An aptitude for multi-tasking and efficiently structuring daily tasks.
- Be computer literate with experience in word, excel, project, etc.
- The ability to assist, support and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.