

JOB SPECIFICATION



Position: TRAINEE QUANTITY SURVEYOR

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational departments:

- Construction – Civil Engineering, Utilities & Surfacing
- Haulage and Plant Hire
- Homes
- Property and Development
- Quarry Products
- Waste Services

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of several further facilities; Quarries in Dornoch, Strathrory and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness. The company also operates a subsidiary business – Carbon Dynamic (Scotland) Ltd – who focus on the off-site construction of high quality, energy efficient, sustainable, modular based buildings

Position

This is a **full-time fixed term 2-year** position within the **Construction** Department. The position is based at our main offices at Caplich Quarry, Alness and will be answering to the Managing Surveyor.

Principal Job Responsibilities

As a Trainee Quantity Surveyor, you will be required to undertake the following with provided training: -

- Assisting with the preparation & issuing of Sub-Contract and Supplier enquires.
- Analysing and recommendation on Subcontract awards.
- Assisting with the preparation of Subcontract Award documentation, compliant with our quality assurance procedures.
- Processing of Subcontractor measurements.
- Establishing and maintaining contract files, including dealing with general correspondence, etc.
- Assisting with & preparing measurements, interim valuations and final accounts.
- Monitoring and maintaining the Contracts Sales Ledger to ensure effective cashflow management.
- Assisting with the preparation of such reports as may, from time to time, be requested by the Managing Surveyor or other senior management.
- Ensuring commercial and contractual objectives are properly achieved and the company's position is protected.
- Co-operation with operational staff to ensure effective and timeous delivery of projects, to required HSEQ standards.
- Undertake training, attend courses and seminars as required to maintain professional knowledge base.
- Such other duties as may be necessary and, from time to time, allocated to the post-holder.

Applicant

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

- 1 Higher pass in Maths, Physics or technical subject or significant work experience.
- Good communication skills.
- Can work well under their own initiative and as part of a team.
- Displays a high degree of accuracy in their own work.
- Displays good and consistent presentation skills.
- Be organised with good file management skills.
- Has an appreciation towards customer focus.
- Has a flexible approach to project work and a willingness to undertake tasks out with their key job responsibilities.
- Be professional, trustworthy, friendly, timeous and reliable.

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Apprentice Training

Working towards an HNC Quantity Surveying (GJ 5G 15) & SVQ 3 Estimating (GL 2A 23)

You will attend Inverness College/UHI for 18 weeks over 2 years of College attendance via Block Release.

Year 1: 3 blocks of 3 weeks

Year 2: 3 blocks of 3 weeks

Units include:

- o Construction Technical Communication Skills
- o Construction Technology: Substructures
- o Construction technology: Domestic Construction
- o Construction Technology: Industrial and Commercial
- o Construction Technology: Materials and Specification
- o Standard forms of Construction Contract
- o QBS Subs & Drainage and QBS Floor & Roofs
- o Estimating
- o Health and Safety in Construction
- o Site Administration
- o Quantity Surveying Graded Unit 1

Working Hours

The standard working week consists of the following: Mon-Fri 8.00am to 5.00pm with appropriate breaks (in accordance with the Working time regulations).

Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Wage reviews are conducted annually.

Probationary Period

The company operates a standard 3 month probationary period, 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.

Holidays

Annual holiday entitlement is 30 days which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.