

POSITION DESCRIPTION

POSITION	Quantity Surveyor
CLASSIFICATION	Quantity Surveying
LOCATION	Sydney, New South Wales
POSITION PURPOSE	Provide Quantity Surveying and other associated services to the Quantity Surveying team in New South Wales.

KEY RESPONSIBILITIES/ACCOUNTABILITIES

The specific duties that attach to your position are as follows but not limited to:

- Measuring quantities for estimates, cost plans, bills of quantities, variations to required standards and accuracies.
- Preparing cost plans and estimates and associated reports.
- Attending project and consultant meetings as required.
- Preparing bills of quantities to required standards.
- Assessing and analysing tenders.
- Cost management and reporting during project construction phases.
- Preparing final accounts.
- Preparing tax depreciation schedules.
- Preparing bank reports.
- Analysing completed projects.
- Prepare post contract certificates including variation resolution.
- Assist in project cost analysis and input into preparation of cost data bases.
- Provide assistance to quantity surveyors in undertaking contract administration services including measurement of variations and preparation of progress claims.
- Maintain open communication with all staff, this will assist in your own training.
- Ensure efficient time management and that your deadlines have been met.
- Assist in Quality Assurance requirements including documentation and assistance with internal audit requirements.
- Provide assistance as necessary with administration tasks around the office.
- Actively demonstrate behaviours consistent with DCWC's values at all times
- Other duties as reasonably expected from a Quantity Surveyor.

STATUTORY REQUIREMENTS - WH&S, QA & Group Standards

Maintain the quality of work by complying with:

- The Employee Handbook
- The Code of Conduct
- Work Health and Safety Policy
- Quality Assurance procedures

RESOURCE MANAGEMENT

- Adhere as directed to the current business plan and workload requirements.

TEAMWORK

- Assist in maintaining team cohesiveness and resolving any conflicts within the team.
- Give regular and reliable feedback to team and management.
- Reward and praise good teamwork.
- Promote a healthy climate of communication including information sharing.
- Find opportunities to cooperate with members of other groups.

PROFESSIONAL DEVELOPMENT

- Maintain an up to date knowledge of the technical aspects of your role and have the ability to share and distribute this knowledge with other team members.
- Commit to continual professional development and learning on relevant technological, business and human relationship matters.

OTHER

- Any other duties DCWC may reasonably require you to perform.
- All business development and client contact work is required to be recorded in the Company's Client Relationship (CRM) system.