



Position Description and Person Specification

Position	Quantity Surveyor (QS)
Reporting to:	Director – Rik Flowerday
Location:	ZB Homes Office – currently at the Lakes (will be relocated to Papamoa in 2020)
Staff responsibility:	Nil
Date:	May 2019

COMPANY OVERVIEW

ZB Homes BOP is a residential building company that was established in 2014 and is recognized as a building company that delivers medium to high end quality builds.

ZB Homes operates throughout the greater Bay of Plenty region and our customers trust and depend on us for quality, flexibility, and progress.

POSITION PURPOSE AND KEY RESPONSIBILITIES

The ZB Homes Quantity Surveyor (QS) is part of the senior leadership team and works closely with the Finance, Directors, Project Managers and Sales to deliver construction projects that meet ZB Homes high standards, are on time and within budget.

Key QS responsibilities include:

1. Prepare schedules of quantities and associated costs based on architects' and engineers' building plans
2. Review information in relation to quantities and costs
3. Support finance and systems, prepare and analyse reports
4. Collaborate with and support others in the ZB Homes team

KEY ACCOUNTABILITIES

Prepare schedules of quantities and associated costs based on architects' and engineers' building plans that will be used for activities such as; client engagement processes, contract pricing, variation pricing

- Measure, obtain quotes and estimate material and labour costs for potential ZB Homes builds and variations based on plans supplied.
- Use accepted methods, formula and risk adjustments to provide accurate and timely cost information for ZB Homes Builds.
- Itemise costs appropriately and factor in overhead and potential price increase margins.
- Develop enhanced estimation tools and formulas based on industry best practice and actual build cost information.



- Develop key liaisons to ensure quotes can be obtained quickly and accurately.

Review information in relation to quantities and costs

- Review information in relation to quantities and costs supplied by building merchants and other suppliers.
- Check for accuracy in relation to cost and quantity.
- Amend with the supplier as needed, take file notes and update records.

Support finance and systems, prepare and analyse reports

- Liaise with the finance team to accurately track house build costs, respond to finance queries in relation to budgets, purchase orders and invoices and back cost completed projects.
- Develop and maintain systems and processes to support QS operations e.g. data gathering, quotes, cost trends, formulas, Builder Trend inputs e.g. purchase orders, job tracking etc.
- Prepare and analyse reports before, during and after building projects showing and comparing costs.

Collaborating with and supporting others in the ZB Homes team

- Lead by example and be an active member within the senior leadership team
- Work proactively and effectively with ZB Homes staff to build successful projects that are on time, within budget and at ZB Homes standards
- Undertake other projects as needed
- Take responsibility for your own and others health and safety

PERSON SPECIFICATION

Qualifications and skills, knowledge and experience required

- Relevant tertiary qualification
- At least five years recent experience in residential building quantity surveying
- Excellent knowledge of residential building methods and materials
- The ability to read and interpret building plans accurately
- Skilled at estimating building, material and labour costs
- An understanding of relevant legislation, including the New Zealand Building Code, the New Zealand Building Act 2004 and local by-laws
- Excellent at math and have basic accounting skills
- Some computer-aided design (CAD) skills
- Advanced excel skills
- Enjoy being self-managed as well as working as part of a team

Behaviours and Competencies required for the position

A team player	Solution orientated with initiative
Detail focused, accurate	Honest
Enjoys working with numbers, formulas and plans	Able to demonstrate initiative and good judgment
Has excellent time management and organizational skills	Has excellent interpersonal and communication skills