



Plumbing & Heating Surveyor

Ogilvie Construction Ltd is now recruiting a Plumbing Surveyor for their plumbing and heating department.

MAIN PURPOSE OF THE ROLE:

Reporting to the Plumbing Manager you will be responsible for managing financial and contractual performance of building contracts from pre-commencement through to final account agreement including completing and submitting tenders.

DUTIES/RESPONSIBILITIES:

- Reviewing tender information including pricing, sub-contractors quotes, preliminaries and contract conditions.
- Reviewing internal contract preliminary requirements and preparing spend budgets/cost forecasts.
- Preparation of cash flow reports as part of monthly board report.
- Advising on contract requirements and managing project risks in conjunction with the project team.
- Responsible for managing target prices for plumbers.
- Responsible for managing and liaison with the Employers quantity surveyor.
- Responsible for reparation of, submission and agreement of main contract interim valuations.
- Provide support and advice to administration/accounts staff on any monies due, the dates when monies become due, and provide support in collection of monies as and when required.
- Responsibility for re-measurement of the works, for main contract, sub-contractor valuations and in-house operations.
- Responsibility for sub-contractor payment applications, payments, payment and withholding notices in line with protocols
- Working with Plumbing Manager/Contracts Supervisor to complete tenders.
- Providing contract advice to the site team, advising on obligations of main contract and preparation of any/all formal notices as required/agreed with the team.
- Managing project financial control, including preparation of cost projections, managing cash flow and preparing end projection forecasts.
- Preparation of financial reports for monthly meetings with accounts team.
- Managing agreement of final accounts with sub-contractors.
- Any other tasks as may be allocated from time to time.

SKILLS/QUALIFICATIONS:

- Demonstrate knowledge of interim and final contract valuations.
- Proficient with Excel spreadsheets and Microsoft office.

Desirable

- Degree qualified in an appropriate discipline.
- Considerable plumbing experience.
- Knowledge of both plumbing and heating systems.
- Experience with plumbing/heating bills of quantities.

Hours of work are 8am to 5pm. An attractive package is on offer dependent on experience. Benefits include attractive salary, fully expensed company car, profit share scheme, generous holidays and contributory Pension Scheme.

All cv's should be sent to Laura Henderson, Group HR Associate to recruitment@ogilvie.co.uk

Ogilvie Group is committed to equal opportunities and diversity for its employees, temporary workers and work seekers. Individuals are only assessed on their individual merits and suitability to a position irrespective of race, gender, disability, age, faith or sexual orientation.