

## **JOB DESCRIPTION & SCOPE OF SERVICES – ASSISTANT QS**

Reporting to the Lancet Homes Directors and Senior Surveyor your role is to assist in all duties required to deliver a residential scheme from Land Acquisition/Planning through to Practical Completion.

This shall include but not be limited to the following:

- Review of the existing information.
- Assist with the design progression of the scheme layout and house types.
- Assist in the discharge of planning conditions or obligations.
- Liaise with consultant engineers to progress the infrastructure designs including roads, footpaths, sewers and street lighting through to adoption by the relevant local authorities ensuring that Technical Approval is received prior to start on sites.
- Liaise with services providers and statutory authorities to assist in the coordination and programming of both on and off site requirements to include new service mains, connections and existing diversions.
- Coordinate the progression of the house type working drawings to meet the standards required by the relevant building regulations standards.
- Progress and procure the structural designs for the house type foundations, floor slab details and superstructure calculations.
- Review building regulation requirements and progress necessary information packages for submission to relevant parties i.e. Robust details, SAPS.
- Review and agree site specific specifications.
- Assist with contractor selection, the production of contract documents, the contract sum analysis and appointments.
- Administration of the Building Contract.
- Liaise with the contractor, agree any variations and arrange payment certificates.
- Carry out valuations and monitor/report financial progress on a monthly basis.
- Liaise with and arrange New Home Warranty providers and register any properties.
- Collate Management Company offers and service charge levels for any estate maintenance as required.
- Input into build/sales meetings as required.
- Agree sales extras schedules and associated costs with sales team.
- Arrange progress meetings as required.
- Liaise with the legal team to confirm all necessary contracts/agreements are in place.
- Inspect and appraise land opportunities in conjunction with Land team and provide initial feasibility appraisals to enable a decision to be made whether to proceed with an offer.
- Oversee the checking and completion of Section 38, Section 278 and Section 104 agreements and the management of Bond and Supervision fees
- Oversee the checking and approval of wayleave and services agreements.
- Collate the Pre-Construction Health & Safety information.
- Prepare / amend and monitor the Project Action Plan and notify the Lancet Homes Directors of problems / slippage. Lead regular progress meetings, record and circulate minutes.
- Check and approve invoices including for Director sign off as required
- Set and approve landscaping budgets in co-ordination with Sales Manager.
- Oversee and procure adoption of public open spaces.
- Oversee and procure adoption of roads & sewers.