



COMPANY PROFILE: **CONCOST CONSULTANTS INC**

Concost Consultants was first incorporated in 1968 and is one of the oldest quantity surveying companies founded by construction professionals involved in the development market in many parts of North America. For the past 53 years, Concosts has earned the respect of lenders, developers, receiver managers, lawyers, insurers, contractors, architects and engineers throughout the industry. We are flexible in our approach and accommodate various cost systems and specific requirements regarding land development, commercial, institutional and residential construction projects. To date, Concosts has provided cost consulting expertise on in excess of 4,000 projects throughout Western Canada valued at over \$150 billion. Visit concosts.com to learn more.

JOB POSITION: QUANTITY SURVEYOR (KELOWNA OFFICE)

REPORTS TO

President - Concost Consultants Inc. and/or VP - Production.

PURPOSE

The Quantity Surveyor's (QS) main role is to confirm project budgets to be adequate and at market value and to ensure the cost to complete remains for the duration of the project. They are responsible for assessing the cost of a construction project from concept to completion. Part engineer, part general contractor, part lawyer and part accountant, they are cost consultants with a strong knowledge of the Development process. The Quantity Surveyor is an independent third-party project monitor. They are accountable to the lender to reduce or eliminate construction financing risk.

AREAS OF ACCOUNTABILITY

QUANTITY SURVEYING / LOAN MONITORING

- › Provide monitoring of 20-30 individually assigned projects
- › Create Project Budgets
- › Perform architectural and elemental takeoff of drawings
- › Evaluate all accounting documentation
- › Review On-Site Construction Progress
- › Perform risk assessment of each project
- › Escalate potential issues to the lender and direct report in a timely manner

GENERATING REPORTS

- › Ensure all reporting is truthful, accurate and on time
- › Create a budget for each project (Approximately 10 hours)
- › Generate Progress Claims (Approximately 4-6 Hours)
- › Generate Cost Reporting (Approximately 20-30 hours)
- › Assist on Legal Reports performed by a PQS
- › Perform Cost to Complete Evaluation
- › Provide Project Advocacy

CLIENT RELATIONSHIP

- › Conduct Client meetings with lenders and developers as needed
- › Follow up with clients to ensure information is up to date and received in a timely manner
- › Communicate with the lender, borrower, construction managers, consultants, and municipal entities on a daily basis

WEEKLY UPDATES

- › Update personal job list (weekly), comment on status of all jobs (monthly)
- › Ensure Calendar activities reflect weekly action items
- › Provide updates on expected weekly billings
- › Provide updates on number of reports planned for direct manager to review
- › Review current status updates on outstanding invoices
- › Provide details of unobtainable goals

QUALIFICATIONS

- › Graduate from an Architectural, Building & Engineering Technology or Construction Estimating program with a minimum of two years of relevant work experience in a local industry.
- › Strong computer skills are essential, including but not limited to: Microsoft Office 365 (Outlook, Excel, Word), On-Screen Takeoff, Adobe Acrobat, Harvest.
- › Superior communication and English proficiency skills a must.
- › LEED designation is an asset.
- › Valid BC Driver's license required.
- › Expectation to join the Canadian Institute of Quantity Surveyors (CIQS) and provincial affiliate, CIQS-BC.
- › Concost Consultants supports and encourages candidates to obtain the necessary experience to become Professional Quantity Surveyors upon successful completion of CIQS examination requirements.

WORKING CONDITIONS

- › Standard office environment with frequent travel to site visits and client offices for consultation.

HOW TO APPLY

We will provide a competitive salary and benefits package for the right candidate, as well as a professional and rewarding working environment. If you are interested in this exciting opportunity please email your resume and cover letter to pqs@concosts.com. We thank all applicants for their interest; however only those selected for follow-up will be contacted.