

FOSTER CONSTRUCTION GROUP POSITION DESCRIPTION

Foster Construction Group Limited (FCGL) and its subsidiaries are ultimately owned and controlled by individuals who are committed to living the Fosters values, and contributing value to the Foster Group through the full utilisation of their passion, skill and experience. The success and future sustainability of the Foster Group is based on its people.

We recognise that each person is an individual with their own personality, character, skills and experience. This diversity adds to the richness of the Foster Group, and we encourage each person to bring their true self to the role. This however needs to be within the context of the Foster Group vision and values.

Foster Group Vision and Values

The Foster Group has a combined Vision of 'Great Communities through Strong Foundations'. This vision speaks to why we exist, to create Great Communities. Great Communities are created when we work with clients and consultants to deliver public and private property that transforms the way people live, work and play in our communities. Great Communities are also created when we treat each other as we want to be treated, with respect and seeking to build relationships around us.

This vision speaks to how we will do this, which is to build Strong Foundations. This speaks to the way we go about our property work, with a level of quality and solidity that builds the Foster brand. Strong Foundations also speak to the sustainable manner in which we run the Foster Group, ensuring we are building future leaders, growing our supply chain and are profitable.

We will achieve our vision through 5 strategic pillars:

1. Connected Communities
2. People and Culture
3. Innovation and Investment
4. Sustainable and Resilient
5. Operational Excellence

While there is any number of key values we could choose for the Foster Group, the values that we have chosen are:

Relationship We value relationships and will act in a way that restores, maintains and grows relationships around us

Leadership We act in a leadership role on projects and in our community

Passion We are passionate about transforming the way people live, work and play in our communities

Integrity We are without compromise in the way we behave

Everyone at Fosters impacts how we achieve our vision. Whether you are based on site, or in the office (or anywhere in between), you have an important role to play in the success of Fosters by ensuring the job you have to do is done to the best of your ability.

The way we get there is through our 5 Make It Principles.

1. EASY 2. SAFE 3. HAPPEN 4. RIGHT 5. A SUCCESS

QUANTITY SURVEYOR

Purpose of position	The purpose of this position is to establish costs associated with projects and to manage the budget and contractual relationships throughout the contract.
Primary objectives	<ul style="list-style-type: none"> • Health and safety of employees. • Establish and maintain a superior workforce. • Develop an employee-oriented company culture that emphasises quality, continuous improvement, key employee retention and development, and high performance. • Complete and present projects on time, within budget, and to specification.
Reports to	QS Team Leader
Function	Deliver
Supervision received	Supervision is provided by the QS Team Leader.
Supervision exercised	Not applicable
Key relationships	<p>Internal</p> <ul style="list-style-type: none"> ✓ QS Team Leader ✓ Quantity Surveyors ✓ Project Administration Team leader ✓ Site Managers ✓ Plant & Equipment Manager ✓ Construction Manager ✓ Project Manager ✓ EHSR Manager ✓ EHSR Coordinators ✓ Commercial Manager ✓ Chief Operating Officer ✓ Chief Executive Officer ✓ FCL ✓ FDL ✓ FEL <p>External</p> <ul style="list-style-type: none"> ✓ Subcontractors ✓ Suppliers ✓ Clients

Key duties and responsibilities	Deliverables / Outcomes
1. Environmental, Health, Safety, and Regulatory (EHSR)	<ul style="list-style-type: none"> ✓ When on site, take an active role in identifying hazards and unsafe behaviours. ✓ Follow EHSR policies on accident / incident reporting. ✓ Act promptly and in accordance with EHSR procedures for emergency and environmental situations. ✓ When required, attend, and actively participate in the company's EHSR programmes. ✓ Ensure your behaviour is consistent in taking the safety of both yourself and others seriously. ✓ Ensure compliance with all NZ legislation regarding employment including: <ul style="list-style-type: none"> ○ Health and Safety Act, ○ Employment Relations Act, ○ Any other relevant legislation.
2. Job management	<ul style="list-style-type: none"> ✓ Review contract documentation. ✓ Arrange or confirm insurance cover is in place. If required, also arrange bond. ✓ Agree procurement sequencing with project team members. ✓ Analyse sub trade and supplier quotations. ✓ Arrange and conduct pre-let meetings ✓ Prepare and distribute subcontractor agreements, if applicable include letter of intent. ✓ Identify any changes between tender and for construction documentation. ✓ Complete subcontractor procurement to meet programme requirements. ✓ Maintain and update SimPro/CostCon. ✓ Price any variations. ✓ As trades are completed, request final accounts and applicable project documentation. ✓ Ensure client's insurance is in place for when practical completion is obtained.
3. Quality control	<ul style="list-style-type: none"> ✓ Provide checks to ensure subcontractors and site staff are completing work in accordance with contract documents. ✓ Communicate with subcontractors and site staff, in a timely fashion, where the quality of work is not up to standard.

	<ul style="list-style-type: none"> ✓ Monitor record keeping and ensure an appropriate record is kept on file of all events, instructions, and meetings. ✓ Identify potential risks in the project and implement steps to minimise these risks. ✓ Review completion documentation with PM and Project Administrator. ✓ Review defects list with PM and SM, should the need arise then adjust subcontractors claims to recover cost to remedy.
4. Financial	<ul style="list-style-type: none"> ✓ Assist in managing the overall budgetary and financial responsibilities of the project. ✓ Make business decisions that are financially responsible and justifiable, in accordance with organisation policies and procedures. ✓ Take corrective action to address any negative variances between actual and budgeted expenses. ✓ Prepare monthly payment claims. ✓ In accordance with the contract, arrange subcontractor payments. ✓ Provide financial status for monthly reporting. ✓ At the end of the month following PC, submit final 1st retention claim. ✓ Submit final account in accordance with contract.
5. General	<ul style="list-style-type: none"> ✓ Ensure that Fosters retains its professional profile through your behaviours, personal presentation, and customer service. ✓ Foster a spirit of teamwork and unity among the team; working effectively together to enable each employee, contractor, and client to succeed. ✓ Support the company culture and model the way for others to follow. ✓ Communicate regularly with other employees. ✓ Perform any other duties as required for the efficient running of the Foster Group.
Specific key performance indicators (KPI's) that <u>meet</u> expectations	Deliverables / Outcomes
1. Environmental, Health, Safety, and Regulatory (EHSR)	<ul style="list-style-type: none"> ✓ You have followed all EHSR policies and procedures. ✓ You have behaved in a manner that keeps yourself and others safe at all times

2. Job management	<ul style="list-style-type: none"> ✓ Contract documentation has been reviewed and is accurate. ✓ Insurance is in place. ✓ Pre-let meetings have occurred. ✓ Subcontractor agreements have been distributed and returned signed. ✓ Procure meets programme requirements. ✓ Variations are priced and communicated as necessary.
3. Quality control	<ul style="list-style-type: none"> ✓ Completed work is at the level required, both to the client's and Foster's standards. ✓ Poor workmanship has been addressed in a timely manner and there is documented evidence to support corrective action taken. ✓ Risks are identified and steps have been taken to minimize each risk.
4. Financial	<ul style="list-style-type: none"> ✓ Manage the overall budgetary and financial responsibilities of the project. ✓ Make business decisions that are financially responsible and justifiable, in accordance with organisation policies and procedures. ✓ Take corrective action to address any negative variances, actual and budgeted expenses. ✓ Conduct post project reviews to ensure that projected returns have been achieved.
5. General	<ul style="list-style-type: none"> ✓ You have presented yourself in a professional manner. ✓ You have supported and modelled the values and beliefs of the company. ✓ You have gone the extra mile.
Specific key performance indicators (KPI's) that <u>exceed</u> expectations	Deliverables / Outcomes
1. Environmental, Health, Safety, and Regulatory (EHSR)	✓ You are an active member of the Health and Safety Committee
2. Job management	✓ You have undertaken all types of project work and produced results that are of a consistently high standard.
3. Quality control	✓ Producing and delivering high quality work
4. Financial	✓ All of your assigned projects have exceeded financial expectations
5. General	✓ You have always gone the extra mile.

	✓ You are a current recipient of a Fosters Award.
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