



**EDUCATION:**

MCIQB via DMX route  
C.Env – Chartered  
Environmentalist  
HND Building Studies  
2 A Levels  
7 O Levels

**DUTIES/SKILLS**

Selective marketing and review of sales enquiries  
Preparation of tenders and review of tenders prepared by others  
Preparation of subcontract enquiries and subsequent placing of orders  
Preparation of material schedules, preparation of enquiries and subsequent placing of orders  
Preparation of take offs and schedules of quantities from drawings  
Interim and final accounts  
Agreement of subcontract accounts  
Preparation of cash flow charts  
Cost value reconciliations  
Preparation of contract programmes and review of progress of site when compared with programme  
Review and coordination of subcontractors and contractors works on site through regular meetings onsite  
Review of health and safety on site  
Preparation of method statements for inclusion within Construction Phase Health and Safety Plan  
Site measurement  
Computer literate

**STEVEN JOHNSON MCIQB C.Env  
SENIOR QUANTITY SURVEYOR**

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**Employment Record**

**2004 – Present      Coleman & James  
Senior Quantity Surveyor**

**JOB DESCRIPTION:** Responsibilities include estimating, surveying and contracts management duties. Preparation of tenders from Bills of Quantities and Specifications and Drawings. Responsible for all subcontract and material buying and all surveying duties including agreement of subcontract accounts, monthly valuations and final accounts and monthly cost value reconciliation.

Preparation of contract programmes, coordination, with site agents, of the progress of both ours and our subcontractors progress on site. Preparation of site progress reports. Preparation of method statements. Client liaison.

**CONTRACTS INCL:**

Command of the Heights	£1.9 million
Construction of new build Visitor Centre	£1.2 million
Construction of School Extension	£1.1 million
Nursery Block	£0.7 million
Refurbishment of local authority swimming pool	£1.6 million
New school music block	£0.3 million
School extensions	£0.4 million
Refurbishment of 3 no dwellings	£0.4 million
Office refurbishment	£0.1 million
DDA works	£0.1 million

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#### Employment Record

**1999-2004**

**EC Gransden & Co**  
**Senior Surveyor**

**JOB DESCRIPTION:** Regional contractor. Preparation of tenders. Responsible for all subcontract and material buying. Responsible for all surveying duties including agreement of subcontractors accounts, monthly valuations and final accounts and monthly cost value reconciliation. Responsible for an assistant surveyor and estimator who assisted me in carry out these duties.

Preparation of contract programmes, coordination, with site agents, of the progress of both ours and subcontractors progress on site. Preparation of site progress reports. Client liaison

Revision of company health and safety policy. Preparation of construction phase health and safety plans. Review of health and safety and working methods on site. Preparation of Operation and Maintenance manuals. Responsible for a health and safety co-ordinator who assisted me in carry out these duties.

General management duties. Assist in the production of company cash flow charts. Responsible for the employment of site staff and labour.

The company has a turnover of approximately £7 million per annum

#### CONTRACTS INCL:

##### Contracts include

Remodelling existing secondary school	£4.50 million
New Housing	£2.75 million
Various school extensions	£2.5 million
Extensions to firing range	£1.1 million
Works to various listed buildings	£1 million
Replica Georgian Orangery	£1.5 million
Office development	£2 million
Various minor works	£0.01 million

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**Employment Record**  
**1999-2004**

**EC Gransden & Co**  
**Senior Surveyor**

**JOB DESCRIPTION:** Regional contractor. Working in a team with a contracts Director. Responsible for all estimating from a value of approximately £10,000 to £2.5million. Preparation of tenders from Bills of Quantities and Specifications and Drawings. Responsible for all surveying duties including agreement of subcontract accounts, monthly valuations and final accounts and monthly cost value reconciliation. On smaller contracts also responsible for contracts management  
The team had an annual turnover of approximately £3.5 million per annum

**CONTRACTS INCL:**

Extension to existing hotel and construction of leisure club	£2.5 million
Extension to existing golf club house	£1.5 million
Construction of new school sports hall	£1.2 million
School extensions	£0.3-£1.2 million
Sheltered accommodation	£0.60 million
Refurbishment of various public house	

**1985-1995**

**BJ Culver Partnership**  
**Quantity Surveyor**

Consultant surveyors working for a small number of regular clients in the construction industry. Working with clients, often with an assistant surveyor, on long term projects where the client has decided that an input from an external surveying practise would be beneficial to their company.

**1983-1985**

**Burlingway**  
**Trainee Quantity Surveyor**

Medium size building contractor. Duties included assisting in the preparation of sub-contractors accounts and main contractors interim applications and final accounts. Assisting in the preparation of tenders.