

JOB DESCRIPTION

JOB TITLE:	Quantity Surveyor – (Projects)
DEPARTMENT:	Construction and Engineering Division
REPORTING TO:	Senior Quantity Surveyor/Programme Manager

Summary

The Quantity Surveyor - Projects provides support to the Programme Manager / Senior Quantity Surveyor by carrying out delegated tasks. He /She is required to prepare, validate, and maintain internal government cost estimates for major capital projects, ensuring fiscal discipline, benchmark accuracy, and defensible cost positions prior to procurement and throughout construction.

Education, Knowledge and Experience

- Degree in Quantity Surveying or Construction Economics.
- Royal Institute of Chartered Surveyors or equivalent membership preferred.
- Working knowledge of laws and regulations governing large construction projects.
- Working knowledge of Building Codes.
- Ability to carry out site inspections.
- Ability to prepare cost estimations with a high degree of accuracy.
- Working knowledge of OSHA.
- Strong communication skills – verbal and written including presentation skills.
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions.
- Minimum 10–15 years’ experience on large public infrastructure projects.
- Proven experience with Caribbean or comparable markets.

OR

- Equivalent combination of Qualification, Training and Experience

Key Functions and Responsibilities

- Prepares Class 5 to Class 1 cost estimates in line with project maturity.
- Develops detailed Bills of Quantities, elemental cost plans, and benchmark rates.
- Establishes government cost ceilings and affordability envelopes for procurement approval.
- Reviews consultant and bidder cost submissions for accuracy, completeness, and compliance.
- Undertakes value engineering and cost optimization exercises without scope dilution.
- Maintains cost databases reflecting local market conditions, escalation indices, and risk allowances.
- Supports evaluation committees with cost reasonableness assessments.
- Certifies payment applications, variations, and final accounts during construction.
- Provides cost advice during claims, disputes, and negotiations
- Investigates claims for any additional works / variations and submits a report inclusive of recommendations as directed.
- Monitors stages of construction and advise on actual costs against forecasts.
- Performs any other duties related to the job function as required.

Key Deliverables:

- Government Engineer's Estimates (confidential).
- Pre-tender and post-tender cost reports.
- Cash-flow forecasts and S-curves.
- Variation assessments and final account reports.

Administration:

- Prepares reports/Board Notes and any other documents in accordance with approved templates and timeframes as directed.
- Monitors current data relative to project including labour, material and contractor cost forecasting.
- Conducts research to submit relevant QS related information to the Programme Manager as directed.
- Performs any other duties related to the job function as may be assigned

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations
- Operates within scope and limits of authority

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit