

## JOB DESCRIPTION

<b>JOB TITLE</b>	Senior Quantity Surveyor
<b>DEPARTMENT</b>	Construction and Engineering
<b>UNIT</b>	Support
<b>REPORTING TO</b>	Divisional Manager

### Summary:

The Senior Quantity Surveyor supports the Division by ensuring that organizational efficiency and effectiveness is achieved through stringent cost control and value for money.

The Senior Quantity Surveyor is involved in the day to day management of the Human Capital of the QS Unit to ensure a level of job satisfaction in keeping with corporate objectives.

### Education, Knowledge and Experience

- B.Sc. in Engineering or Quantity Surveying from an accredited academic institution
- Master's Degree in Quantity Surveying from an accredited academic institution
- PMP Certification would be an asset
- Registration with the Institute of Surveyors of Trinidad and Tobago
- Membership with the Royal Institution of Chartered Surveyors
  
- Knowledge of laws and regulations governing large construction projects
- In-depth knowledge of Building Codes
- Working knowledge of the Companies' Act and other relevant legislation
- **Knowledge of Standard Methods of Measurement**
- In-depth knowledge of State Financial Regulations
- In-depth knowledge of project management methodologies, techniques and concepts.
- Excellent communication skills – verbal and written inclusive of presentation skills
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions
  
- Minimum of (10) years' post qualification experience, including five (5) years at a senior level of a large, diverse organization

### OR

- Equivalent combination of Qualification, Training and Experience

## **Key Duties & Responsibilities**

### **Development of Human Capital**

- Liaises with the HR department as necessary and ensures that HR policies and procedures are implemented
- Ensures the on-going evaluation of junior employees
- Implements the appropriate training and development plans where necessary.
- Develops a training plan to facilitate the training needs of all employees in the Unit

### **Management of Department**

- Operates as a critical member of the corporate team in the Division's strategic planning initiatives
- Assists in the development of a Divisional Action Plan in alignment with the Corporation's Strategic Plan
- Develops, implements and monitors Unit performance against strategies and plans and takes corrective action as necessary
- Develops, implements and monitors current policies and work processes from pre-construction to handover of completed projects in keeping with corporate guidelines
- Conducts in-house training for technical/professional staff relative to QS, as required
- Prepares and/or presents monthly or other reports in the format and timeframe required
- Develops, reviews and manages budgets of the QS Unit
- Prepares weekly/monthly/annual/as required reports utilizing the approved formats and software
- Liaises with the Divisional Manager, Construction as well as the HR department to ensure that the Unit's manpower needs are met
- Ensures that the records management function is implemented and maintained in keeping with the Corporation's requirements

### **Technical**

- Conducts feasibility studies to provide cost estimates as a means of establishing project feasibility
- Provides QS related technical advice and recommendations as required
- Assists in the preparation of pre-contract documentation for tenders ensuring that relevant and appropriate feedback is obtained from other departments for incorporation into the tender
- Prepares and/or presents Board/Cabinet Notes as required
- Applies knowledge of contract administration and scope of works to protect the Corporation's interests
- Monitors and evaluates the performance of Contractors/Consultants and prepares reports with recommendations as necessary
- Assists in determining and mitigating risk to the Corporation in terms of costs/quality control
- Conducts site inspections and prepares detailed status reports
- Ensures that Industry best-practices in QS are adopted by the Corporation
- Assesses entitlements in principle and quantum of variations and Claims from third parties
- Advises on contract variations as may be necessary
- Documents, submits and negotiates project final accounts as applicable.
- Submits and participates in negotiations of final accounts to the client ministry or stakeholder
- Ensures work Inspection to determine compliance with specifications prior to verification of interim payments.

### **Communication and Relationship Building**

- Assists in maintaining external relationships with contacts e.g. industry associations, suppliers, contractors and statutory organizations for improvement in business operations
- Performs any other duties relative to the job function as may be required.

### **Dimensions and Scope of Role**

- Operate within the Policies and Procedures of the Corporation
- Operate within the relevant Laws and Regulations
- Operate 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.

### **Key Performance Indicators**

- Projects are completed on target and within budget
- No negative feedback from Internal and External Customers
- Implementation of policies and procedures in respect of work processes
- Compliance with Health and Safety Laws