



udecott

Urban Development Corporation of
Trinidad and Tobago Limited

CAREER OPPORTUNITIES

UDeCOTT's Tobago Office

UDeCOTT is seeking to recruit experienced and qualified persons to fill the following vacant positions in the Tobago Office, on Contract.

- **Project Managers**
- **Clerk of Works**
- **Administrative Assistants**
- **Quantity Surveying Technician**

The requisite job descriptions may be viewed on UDeCOTT's Official Website: udecott.com

Applications should be addressed to:

**Senior Manager, Human Resources
UDeCOTT
c/o UDeCOTT Tobago Office
Ground Floor Ashora Court
Milford Road
Scarborough**

Applications together with Copies of Academic Certificates must be submitted either hard copy at the above address or via email to [**career@udecott.com**](mailto:career@udecott.com) No later than **4:00 pm Thursday 18th April, 2019.**

Preference will be given to persons residing in Tobago and those who are willing to relocate.

JOB DESCRIPTION

JOB TITLE	Quantity Surveyor Technician
DEPARTMENT	Construction
UNIT	Support
REPORTING TO:	Senior Quantity Surveyor
PAY GRADE	

Summary

The Quantity Surveyor Technician (QST) provides support to the Senior Quantity Surveyor by carrying out delegated tasks. He/she is responsible for using Architects' drawings to work out costings for building projects. The cost estimation will be used as input for procuring goods and services to ensure best value for money. The QST also provides technical support in monitoring costs related to the building/construction process as required.

Education, Knowledge and Experience

- Technician's Certificate in Quantity Surveying from an accredited academic institution
- Member of the Royal Institute of Chartered Surveyors will be considered an asset.

- 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 of (5) years' working experience performing similar functions in a large, diverse organization.

OR

- Equivalent combination of Qualification, Training and Experience

Key Functions and Responsibilities

Quantity Surveying:

- Conducts research in order to estimate materials, time and labor costs associated with each project
- Conducts research relevant to scope of works and provides conceptual estimates.
- Assists in the preparation of and adherence to project cost budgets.

- Assists in the valuation of work in progress as required, inclusive of preparing forecasts of final costs.
- Measures quantities of materials etc. on site and determines the value of works in progress.
- Prepares cost estimates/ Bills of Quantities for projects designed in-house or by subsidiary companies
- Inspects works done by Developers and Contractors to determine compliance with specifications and to verify payments to be made to Contractors for works completed
- Investigates claims for any additional works / variations and submits a report inclusive of recommendations as directed
- Assists in validation and updates to project cost summaries during pre-construction and construction/closeout phases.
- Assists in developing policies, procedures and standard operating procedures for the Unit
- Monitors stages of construction and advise on actual costs against forecasts

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 superior as directed
- Assists in the records management function for the QS Unit

- 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

Key Performance Indicators

- Projects are completed on target and within budget
- Cost estimates are accurate
- '0' negative feedback from internal / external stakeholders
- Implemented policies and procedures for departmental work processes

SIGNATURES:	
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EMPLOYEE	SNR. MANAGER, HUMAN RESOURCE
.....
DATE	DATE