

## JOB DESCRIPTION

<b>JOB TITLE</b>	Quantity Surveyor
<b>DEPARTMENT</b>	Construction
<b>UNIT</b>	Support
<b>REPORTING TO:</b>	Senior Quantity Surveyor
<b>PAY GRADE</b>	Technical

### Summary

The Quantity Surveyor provides support to the Senior Quantity Surveyor by managing all costs relating to building and civil engineering projects from the preliminary estimates to the final costs. He/she must ensure value for money by minimizing project costs whilst still achieving the required building standards and quality control.

The incumbent will be engaged in cost forecasting and tracking all costs related to the building process to keep costs down as well as to substantiate any variations.

### Education, Knowledge and Experience

- Bachelors' Degree in Engineering or Quantity Surveying from an accredited academic institution
- Registration as a Quantity Surveyor with the Institute of Surveyors of Trinidad and Tobago
- Professional membership in the Royal Institution of Chartered Surveyors will be an asset
- In-depth 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
- Working knowledge of OSH Regulations
- Working knowledge of State Financial Regulations
- In-depth knowledge of project management methodologies, techniques and concepts.
- Strong negotiation skills
- Excellent ability to prepare cost estimates/Bills of Quantity
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions
  
- Minimum of eight (8) years' post qualification experience with at least three (3) years in a supervisory position of a large, diverse organization

OR

- Equivalent combination of Qualification, Training and Experience

## Key Duties & Responsibilities

### Development of Human Capital

- Assists in performing functions as outlined in HR policies and procedures
- Assists in the on-going evaluation of junior employees
- Recommends and implements the appropriate training and developmental plans where necessary.

### Technical:

- Assists in establishing client's requirements and carries out feasibility studies on assigned project(s) for preparing estimates associated with the project or scope of work
- Prepares tender and contract documents including bills or quantities as directed
- Prepares and analyses costings for tenders
- Provides technical advice to internal and external stakeholders as directed
- Performs risk, value management and cost control to ensure profitability of project
- Assists in the development of departmental policies, procedures and standard operating procedures
- Conducts research to ensure that international best practices/legal/regulatory requirements relevant to Quantity Surveying are incorporated into the Department's operating procedures
- Carries out valuations of 'work in progress' including forecasting of final costs as required
- Works with SQS, SPMs PMs and Project Cost Analyst to validate and update project cost summaries during pre-construction and construction/closeout phases.
- Analyses outcomes and prepares detailed progress reports as required
- Monitors each stage of construction to make sure that costs are in line with forecasts
- Certifies subcontractor monthly valuations and final accounts if applicable to facilitate payments
- Participates in measuring, valuations, submitting and negotiating contract variations as required
- Prepares and negotiates final project accounts as required
- Values completed work and ensure that final payments are made
- Participates in negotiations of final accounts to the client ministry or stakeholder
- Conducts site inspections to ensure that work completed is in keeping with specifications including quality control
- Investigates claims for any additional works and variations and submits recommendations as required
- Communicates regularly with project staff and project proponents to ensure that commercial controls are in place, understood and adhered to at all times.

### Administration

- Prepares and or present weekly/monthly/annual/ reports in the required business format as directed
- Ensures that the records management function of the Department is in alignment with the Corporation's requirements
- Performs any other duties relative 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
- Estimates are accurate and variations kept to a minimum
- '0' negative feedback from Internal / External stakeholders
- Implemented policies and procedures for departmental work processes