



**TOBAGO HOUSE OF ASSEMBLY**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

<b>JOB TITLE:</b>	<b>QUANTITY SURVEYING PROFESSIONAL</b>
<b>JOB SUMMARY:</b>	
<p>The incumbent performs professional work in the field of quantify survey; prepares bills of quantities for buildings and ancillary civil engineer projects in schools, libraries and the Division. Work involves the making of valuation for interim certificates and the settlement of final accounts. Assignments are received from a professional superior and the employee is expected to develop his own work methods, in some cases planning and processing the work and making job decisions in respect of matters of a routine nature. Work is reviewed through reports, discussions and general observation.</p>	
<b>REPORT TO:</b>	Senior Project Manager
<b>SUPERVISION GIVEN TO:</b>	
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"><li>• Abstracts and prepares bills of quantities for projects in schools, libraries and the Division.</li><li>• Makes estimates of cost of projects at schools and libraries in the design stage and at the time of inviting for tenders.</li><li>• Examines and reports on tenders by contractors and negotiates with contractors on the pricing of bills of quantities.</li><li>• Values work performed and reports on same as a basis for making interim payments to contractors and prepares and settles final accounts.</li><li>• Evaluate work in progress awarded by contract and prepare certificates authorizing interim and final payments.</li></ul>	

- Checks as required the financial aspects of project under construction in schools, libraries and the Division, and advised on same; also assesses the cost of proposed variations.
- Evaluate variations which may arise.
- Investigates and reports on contractors' tenders and advises on contractors' claims.
- Assist in the preparation of pre-tender documentation for the award of consultancy, construction and development contracts and agreements.
- Review and evaluate tenders from contractors.
- Liaise with technical personnel in the design and construction stages and offer advice with respect to costs and material usage.
- Supervise the preparation of cost analyses and participate in cost planning; and ensure the timely conduct of inspections and valuations.
- Gives expert evidence in court.
- Perform related duties as may be required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **KNOWLEDGE:**

- Considerable knowledge of quantity surveying software packages and Microsoft Office Suite.
- Considerable knowledge of the construction industry.
- Comprehensive knowledge of the modern principles, methods practices and techniques of quantity surveying.
- Knowledge of standard method of measurement procedures.

### **SKILLS AND ABILITIES:**

- Skill in the preparation of bills of quantities and cost estimates.
- Skill in the valuing of construction on progress and in the preparation of interim certificates.
- Ability to communicate effectively both orally and in writing.
- Ability to read plans, take measurements and compute quantities.
- Ability to negotiate with contractors concerning the valuing of bills of materials and the values of variations.
- Ability to establish and maintain effective working relationships with other employees and contractors.

## **MINIMUM EXPERIENCE AND TRAINING:**

- A Bachelor Degree in Quantity Surveying, Construction, Civil engineering or related field.

- Four (4) years working experience in a similar position or the construction industry and in the field of quantity surveying.
- Training as evidenced by certification as a fellow or Professional Associate of a recognized institute of Chartered Surveyors (Quantities Division) or its equivalent.