



**Ministry of Sport and
Community Development**

SENIOR QUANTITY SURVEYOR

PROJECT MANAGEMENT UNIT

JOB DESCRIPTION

REPORTING RELATIONSHIP: TECHNICAL DIRECTOR

JOB SUMMARY

The Senior Quantity Surveyor will be required to supervise and participate in the preparation of bills of quantity for buildings and related civil engineering projects. Work includes the valuation of work-in-progress awarded by contract and preparation of certificates authorizing interim payments and settlement of final accounts. Work is planned and processed independently but is subject to the general direction and review by the Technical Director.

DUTIES AND RESPONSIBILITIES

- Supervises and participates in the preparation of preliminary estimates and bills of quantities and in the pricing of same
- Examines and reports on tenders from contractors
- Negotiates and reaches agreement with contractors on the pricing of bills of quantities
- Supervises and participates in the valuation of work in progress awarded by contract and preparation of certificates authorizing interim and final payments
- Confers with Architects on projects in the design and construction stages with particular emphasis on advice with regard to costs

- Compiles financial returns, participates in cost analyses and cost planning, advises on financial aspects of contracts
- Presents expert evidence and advice in the adjudication of disputes
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITY

- Sound communication (oral and written skills)
- Considerable knowledge of modern principles, methods, practices and techniques of quantity surveying
- Knowledge of the preparation of quantities and in the valuing of construction work in progress
- Skill in the preparation of bills of quantities and in the valuing of construction work in progress
- Ability to read plans, take measurements, compute quantities and prepare estimates of cost
- Ability to supervise a cadre of professionals and other support staff
- Ability to develop and maintain effective working relationships with other employees and contractors

MINIMUM EXPERIENCE AND TRAINING

- A minimum of three (3) years' experience as a professional Quantity Surveyor including two (2) years' experience in a supervisory experience
- Training as evidenced by certification as a Fellow or Professional Associate of a recognized Institution of Chartered Surveyors (Quantities Division)