



NATIONAL EDUCATION TRUST
JOB DESCRIPTION

JOB TITLE:	Quantity Surveyor
JOB GRADE:	Level 5
POST NUMBER:	
DIVISION/UNIT:	Infrastructure Management
REPORTS TO:	Senior Quantity Surveyor
DIRECTLY SUPERVISES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Unit

Date

Human Resource Division MoEY/NET

Date

STRATEGIC OBJECTIVES OF THE UNIT

To enable and maintain investments in infrastructure through the construction, maintenance, refurbishing, upgrading and equipping of education facilities.

JOB PURPOSE

To provide estimates and manage all costs related to assigned projects in order to facilitate the execution of the infrastructure projects and programmes of the National Education Trust (NET).

KEY OUTPUTS

- Project Budgets and Cost Plans
- Bills of Quantities for assigned projects
- Pre-Tender Estimates
- Technical inputs into Bidding Documents
- Technical Evaluation Report on Bids
- Assessments of contractor claims for construction/refurbishment
- Database of prices for construction items
- Relevant technical advice
- Project Reports
- Individual Work Plan

KEY AREAS OF RESPONSIBILITY

Technical / Professional Responsibilities

- Liaise with the Infrastructure Management team members during the design phase to develop reliable and accurate cost estimates.
- Utilize construction drawings in order to produce quantities and costs for the construction elements.
- Prepare Bill of Quantities for construction projects.
- Conduct relevant negotiations and reviews.
- Conduct analysis and provide advice in relation to cases of dispute resolution.

- Prepare valuation of measured works.
- Track variations to contracts that may affect costs and create reports that show financial impact.
- Prepare the technical evaluation report for the selection of contractors.
- Evaluate and review contractors' claims in relation to projects.
- Keep abreast of the latest developments in the construction industry.
- Maintain effective working relationships with clients and other stakeholders including relevant government agencies

Other

- Contribute to the development/review of operating policies and procedures including technical guidelines for the Division.
- Provide technical advice on relevant quantity surveying related matters
- Undertake other related assignments as directed.

PERFORMANCE STANDARDS

- Construction estimates and Bill of Quantities are accurate, cost effective and prepared in a timely manner.
- Sign-off on invoices, variations and final accounts that are within the agreed timelines to ensure timely payments to contractors and suppliers.
- Site visits are in accordance with required schedule to verify and determine accuracy of contractor claims.
- Key deliverables are produced within agreed timeframes and at required standards.
- Problems/issues with construction/refurbishing/upgrading are proactively recognized and corrective action taken.
- Projects are efficiently managed throughout the project life cycle up to completion.

- Accurate, detailed and complete documents produced as scheduled with the agreed timelines.
- Reports are accurate and submitted within given timeframes
- Established targets are consistently achieved.
- Professionalism and integrity are consistently demonstrated in keeping with the established standards of NET
- Correspondence and reports are prepared in a timely manner and a high level of accuracy maintained.
- Confidentiality, dependability and tact are consistently displayed in the conduct of duties.

Internal and External Contacts (specify purpose of significant contacts)

Within the National Education Trust and the Ministry of Education & Youth

Contact (Title)	Purpose of Communication
Team members – Infrastructure Management	Guidance/collaboration
Schools	Advice/collaboration
Regional Education Officers	Collaboration/consultation, providing advice
Other NET Divisions	Collaboration/consultation

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Consultants/Contractors	Consultation/collaboration
Construction Industry Associations	Consultation, Networking
Suppliers of goods/services	To obtain supplies/services
NEPA, KSAC, Parish Councils	Approval orders for building applications, Consultation

REQUIRED KEY COMPETENCIES

Core

- Excellent attention to detail

- Excellent presentation, oral and written communication skills
- Good problem solving and decision making skills
- Excellent time management and organizing skills with the ability to work under pressure and meet tight deadlines
- Excellent analytical skills
- Excellent interpersonal skills with the ability to effectively interact with persons at all levels including clients, architects, engineering professionals, sub-contractors including construction site workers.
- Good negotiating skills
- Excellent planning and organizing skills with the ability to work under pressure and meet deadlines.
- Proficiency in technical areas of specialization at a level to be recognized as subject matter expert.

Technical

- Excellent knowledge of Quantity Surveying methodology.
- Knowledge of the GoJ procurement law, regulations, policies and guidelines.
- Knowledge of the Public Procurement Commission (PCC) requirements for construction/refurbishment.
- Knowledge of the policies and procedures and Acts governing the operations of NET.
- Proficiency in construction/project management computer software and MS Office suite.
- Sound knowledge of Jamaica's Building Codes, Standards and Regulations

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Science Degree (BSc) in Quantity Surveying or equivalent from an accredited educational institution.
- A minimum of three (3) years post qualification experience.
- Training in project management

AUTHORITY

- To recommend the estimated/in-house cost for construction and refurbishing of schools and other infrastructure as per the architectural/electrical/mechanical drawings.
- To prepare Bills of Quantities for inclusion in bidding documents.
- To participate in the selection of contractors during the tender process for construction/refurbishing.
- To verify claims submitted by contractors.
- To reject payment claims by contractors.
- To recommend amounts to be disbursed as per request by agency and /or contractors in accordance with the GoJ procurement law, policies, regulations and guidelines.
- Price contract variations.
- To certify payment certificates to contractors.
- To prepare final Accounts for projects.
- To certify interim payment certificates and final accounts prepared by contractors.
- To evaluate contracted Quantity Surveyors.

SPECIAL CONDITIONS

- Required to visit construction sites which can be dusty and hazardous.
- Required to travel island wide including areas, which are hilly with winding and remote terrain.
- Required to work beyond normal working hours at times to meet deadlines.
- Required to be the holder of a valid Drivers' Licence and a reliable motor vehicle.