

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: QUANTITY SURVEYING TECHNICIAN

JOB SUMMARY:

The incumbent is responsible for assisting the Senior Quantity Surveying Technician with preparing cost estimates for construction projects, or services to aid management in determining price of product/service for the programme.

REPORTS TO:	Senior Quantity Surveying Technician
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SUPERVISION GIVEN TO:	N/A
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DUTIES AND RESPONSIBILITIES:

- Provides assistance to Senior Quality Surveying Technician when conducting research and performs surveys for compilation of labor rates, time studies and trends analysis.
- Assists with the build-up of units rates by providing feedback based on results of the time studies.
- Assists in preparing bill of quantities including tenders and contract documents.
- Generates forms for recording materials on site.
- Assists in risk analysis, value management and cost control.
- Provides advice on contractual claims to Project Managers.
- Assists in analyzing outcomes and writes detailed progress reports for selected projects.
- Measures/evaluates completed works.
- Liaises with internal units of PURE to cost requirements for various types of projects.
- Conducts take off in accordance with the CESMM and PURE's standards.
- Reviews existing standard unit rates for the PURE programme and upgrade in accordance with specifications and industry standards.
- Performs other job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none">• Working knowledge of Microsoft Office Suite and able to read construction drawings.
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MINIMUM EXPERIENCE AND TRAINING:

- Certificate in Civil Engineering/Construction Engineering/Quantity Surveying from an accredited institution.
- Five (5) years experience in a Quantity Surveying work environment.