

# **SOUTH EAST REGIONAL HEALTH AUTHORITY**

## **JOB SPECIFICATION & DESCRIPTION**

**JOB TITLE:** Quantity Surveyor

**UNIT:** PROJECT

**DIVISION:**

---

---

### **JOB SUMMARY:**

Under the direction of the Project Manager the Quantity Surveyor is required to manage all costs relating to building and civil engineering projects, from the initial calculations to the final figures. The incumbent must seek to minimize the cost of projects and enhance the National Health Fund value for money, while still achieving the required standards and quality.

### **SPECIFIC KNOWLEDGE REQUIRED:**

- ❖ Good Project Management Skills
- ❖ Competence in computer programmes
- ❖ Knowledge of relevant computer applications
- ❖ Good deductive reasoning skills

### **QUALIFICATIONS AND EXPERIENCE:**

- ❖ A BSc. Degree in Quantity Surveying (program must be accredited by the Royal Institution of Chartered Surveyors (RICS))
  - ❖ A minimum of three (3) year's experience in Quantity Surveying
- 
-

### **REQUIRED SKILLS AND SPECIALISED TECHNIQUES:**

- ❖ Must be aware of all GOJ statutory building regulations, which the surveyor needs to understand and adhere to.
- ❖ The ability to discern priorities
- ❖ Analytical ability and good judgement
- ❖ Ability to communicate effectively both orally and in written format.
- ❖ Good human relations skills

### **WORKING CONDITIONS ASSOCIATED WITH JOB:**

- ❖ May be required to work beyond normal working hours from time to time to meet deadlines.
  - ❖ Required to travel to different locations where projects are being worked on.
  - ❖ Must have a valid Driver's Licence and own and operate a reliable motor vehicle.
- 

### **Physical Working Environment:**

- ❖ Clean, neat; well lighted; however, hazardous area as noted above.
- ❖ Occasionally involves modestly unpleasant situations, as with occasional exposure to dust and fumes.
- ❖ Moderate physical effort required involving long periods of standing/walking and climbing ladders.

### **REPORTING RELATIONSHIPS:**

Reports to: The Project Manager

Supervision Given to: Draughtsman

Liases with: \_\_\_\_\_

Internally:

- CEO
  - Project Manager
  - Project Administrator
  - Quantity Surveyor
  - NHF Staff
- 
-

Externally:

- Consultants
- Project Contractors
- Ministry of Health Personnel
- Regional Health Authority Personnel
- Government Agencies and Departments
- General Public

**PRINCIPAL RESPONSIBILITIES AND DUTIES:**

1. Preparing tender and contract documents, including bills of quantities with the Draughtsman.
2. Maintain cost records for labour and materials and for overall contract cost of completed structures for Projects.
3. Undertaking cost analysis for repair and maintenance project work;
4. Assisting in establishing Project requirements and undertaking feasibility studies;
5. Performing risk and value management and cost control;
6. Advising on procurement strategy;
7. Participate in calling for, receiving and checking tenders for projects.
8. Identifying, analysing and developing responses to commercial risks;
9. Preparing and analysing costing for tenders;
10. Allocating work to subcontractors;
11. Providing advice on contractual claims;
12. Analysing outcomes and writing detailed progress reports;
13. Carry out measurement and valuation and calculation of interim and final payment certificates for projects
14. Check and certify invoices for completed work and arranging for payments;
15. Maintaining awareness of the different building contracts in current use;
16. Providing post-occupancy advice, facilities management services and life cycle costing advice;
17. Enabling the NHF to initiate construction projects;
18. Advising on the maintenance costs of specific buildings.
19. Responsible for departmental fiscal actions and the careful use of the Regions resources. This responsibility includes:
  - Preparation of an annual department budget addressing capital equipment, personnel, supplies and other departmental costs.
  - Participation in the volume and revenue projections when applicable; this involves continual monitoring of statistics to seek out trends and variations in departmental volumes; assisting in determination of departmental cost.



20. Responsible for periodically providing written reports as requested by the Project Manager intended to describe or otherwise provide information related to activities of the department.
21. Interacts professionally with the public; maintains effective working relationships and works in corporation with the Project Manager to effectively meet departmental objectives.
22. Responsible for facility management: conduct frequent safety inspections and quality assessments of Project Sites.

AUTHORITY TO:

- Compile estimates of quantities
- Recommend rate/revisions of estimates
- Check and certify invoice/bills for payment of contractors

---

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- ❖ Projects are completed on an accurate and timely basis
- ❖ Projects are completed within budget
- ❖ Reports are submitted on time
- ❖ Up-to-date and accurate records are available
- ❖ Safety inspections and quality assessments are carried out on Project Sites
- ❖ Quality customer service is provided
- ❖ Assignments are satisfactorily completed
- ❖ Agreed performance targets are met
- ❖ Professional Standards are observed and adhered to
- ❖ Accuracy and effectiveness of information and recommendations made/provided
- ❖ Job functions are executed in an efficient and effective manner