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**Inkd.in/zip.JOB DESCRIPTION**

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	Quantity Surveyor	<b>Direct Reports:</b>	Nil
<b>Reports to:</b>	Chief Engineer	<b>Internal Contacts:</b>	All Employees
<b>Department:</b>	Engineering	<b>External Contacts:</b>	Contractors, Consultants, Foreign & Local suppliers, Government Agencies.
<b>Classification</b>	Grade 6	<b>Revised Date</b>	May 16, 2025

#### **JOB SUMMARY:**

Responsible for the derivation and evaluation of high-level and detailed cost estimates for building and civil works construction projects, inclusive of estimates of construction material costs, construction labour costs, construction equipment costs, building services costs (e.g., heating, ventilation, and air conditioning systems), inter alia. The role requires the interpretation of design/construction drawings and the use of construction knowledge to evaluate and/or develop unit rates for construction activities and provide concomitant quantity estimates. These cost estimates will serve as a basis for the acquisition of goods and services to guarantee optimal value for money. The Quantity Surveyor will therefore spearhead the derivation and evaluation of costs associated with these works.

#### **DUTIES AND RESPONSIBILITIES**

##### **Quantity Surveying**

- Conducts research in order to estimate materials, time and labour costs associated with each project
- Conducts research relevant to scope of works and provides conceptual estimates.
- Assists in the preparation of and adherence to project cost budgets.
- Assists in the valuation of work in progress as required, inclusive of preparing forecasts of final costs.
- Measures quantities of materials etc. on site and determines the value of works in progress.
- Prepares cost estimates/ Bills of Quantities for projects designed in-house or by subsidiary companies.
- Inspects works done by Developers and Contractors to determine compliance with specifications and to verify payments to be made to Contractors for works completed.
- Investigates claims for any additional works / variations and submits. a report inclusive of recommendations as directed.
- Validation and updates to project cost summaries during pre-construction and construction/closeout phases.
- Develop policies, procedures and standard operating procedures for the Unit.
- Monitors stages of construction and advise on actual costs against forecasts.

## **Administration**

- Prepares reports and any other documents in accordance with approved templates and time frames as directed.
- Monitors current data relative to Project including labour, material and contractor cost forecasting.
- Conducts research to submit relevant QS related information to supervisor as directed
- Assists in the records management function for the unit.
- Performs any other duties related to the job function as may be assigned.

## **QUALIFICATIONS**

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- Bachelor of Science (B.Sc.) Degree in Quantity Surveying, Civil Engineering or another related field from an accredited educational institution, plus eight (8) years' work experience executing similar roles in a large, diverse organization.
- Membership in the Royal Institute of Chartered Surveyors, Institute of Surveyors (Saint Lucia) Inc. or other similar registered professional institutions would be an asset.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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- Advanced Knowledge of local and regional construction practices.
- Knowledge of laws and regulations related to large construction projects.
- Knowledge of Construction Building Codes.
- Knowledge of Occupation Health and Safety protocols.
- Knowledge of and proficiency in Microsoft Office Tools and software pertinent to job responsibilities.
- Knowledge of AutoCAD and other design software as required to undertake quantity take offs.
- Excellent communication skills – both verbal and written, including presentation skills.
- Ability to conduct site inspections.
- Ability to produce cost estimations with a high level of precision.
- Ability to thrive in a multi-cultural setting.
- Ability to operate in a dynamic and agile project environment
- Self-motivated and proactive.
- Team oriented.
- Highly motivated and driven.
- Ability to work under pressure.
- High level of dependability.
- Results oriented.

## **SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_