



Duties of the Quantity Surveying Technician

Attends meetings with various Departments/Units in the Authority to document requirements for projects in order to prepare project scopes and/or bills of quantities as required

Provides technical support to the Project Unit in the preparation of cost estimates for projects within the Authority

Assists in the Technical Evaluation of tenders

Performs measurement of works completed during construction to assist in the evaluation of Interim Payment Certificates

Liaise with the Project Unit and provides advice where necessary on claims made by Contractors during construction works

Prepares Final Accounts on the completion of projects

Liaise with the Authority's Clerks of Works on project sites to obtain relevant information on construction works completed

Performs other job-related duties as assigned by the Manager – Projects or any other duly authorized officer

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Materials and Construction Technology

Ability to use Microsoft Office Suite

Knowledge of the Tendering Process, Estimating and Quantity Surveying

Knowledge of Construction Contracts such as FIDIC Suite of Contracts

Ability to read construction drawings

MINIMUM EXPERIENCE AND TRAINING

Diploma in Civil Engineering/Construction Engineering/Quantity Surveying from an accredited institution

OR

Level 5 IVQ Advanced Technician Diploma in Construction - Quantity Surveying

AND

Four (4) years' experience in a Quantity Surveying work environment under the guidance of a Senior Quantity Surveyor

Any other equivalent combination of training and experience