



Eastern Regional Health Authority

Terms of Reference ***Quantity Surveying Technician***

The Contractor shall communicate with the Manager Project Unit or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

1.0 Overview

The purpose of this Terms of Reference is to guide the Contractor on the nature of the works to be executed. The Eastern Regional Health Authority (ERHA) requires the engagement of Quantity Surveying Technician to provide duties as listed below.

2.0 Responsibilities

The Contractor is required to:

- Attend 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

**TERMS OF REFERENCE – QUANTITY SURVEYING TECHNICIAN
EASTERN REGIONAL HEALTH AUTHORITY**

- 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