

**JAMAICA NATIONAL HERITAGE TRUST**

**JOB DESCRIPTION & SPECIFICATION**

<b>JOB TITLE :</b>	<b>Quantity Surveyor</b>		
<b>JOB CLASSIFICATION:</b>	<b>SOG/ST 6</b>	<b>JOB CODE:</b>	
<b>DEPARTMENT:</b>	<b>Estate Management</b>		
<b>REPORTS TO:</b>	<b>Director, Estate Management</b>		
<b>DIRECT SUPERVISION GIVEN TO:</b>	N/A		
<b>AUTHORITY TO:</b>	N/A		

**CONTEXT**

<b>JOB PURPOSE</b>	<p>The Quantity Surveyor, under the directives of the Director, Estate Management is responsible for producing estimates, cost plans, assist in the preparation of contract documents and participate in the proposal process. The incumbent will provide expertise in the drafting of restoration contracts.</p> <p>The incumbent is also expected to Attend progress meetings and provide updates to Client with projection of costs as required; Visit Site as and when required to monitor progress, Preparing Payment Application / progress payment claim against Value of Work done for measured works, Variations/Change orders, Material On-Site/Off-Site, Fluctuations, Special payments in accordance with contract</p>
<b>SPECIAL CONDITION ASSOCIATED WITH THE JOB</b>	<ul style="list-style-type: none"> <li>• There can be adverse working conditions and or working under rugged conditions with high pressure especially when deadlines are to be met.</li> <li>• Travelling is required within Jamaica.</li> <li>• Extended working hours are expected as well as working on weekends and public holidays.</li> </ul>

**AREAS OF RESPONSIBILITY**

<b>ACCOUNTABILITIES:</b>	<b>KEY ACTIVITIES</b>
<b>MANAGEMENT/ ADMINISTRATIVE RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Attend meetings with stakeholders to provide update and conduct discussions on the project's development.</li> <li>• Report to the Project Lead any items of work that will be cause of a variance from the original scope to work and will therefore impact on project cost.</li> </ul>
<b>TECHNICAL &amp; PROFESSIONAL RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Preparation of in-house Bills of Quantities and Preliminary Cost Budgets for Capital Projects</li> <li>• To review, analyze and make recommendations of external cost budgets and Bills of Quantities at all phases of the project lifecycle.</li> <li>• Monitor the restoration, preservation or reconstruction of building listed as national monuments and those buildings located within the boundaries and buffer zones of heritage districts.</li> </ul>

	<ul style="list-style-type: none"> <li>• As the liaison officer to the HDRC, to monitor activity on projects submitted to the JNHT's HDRC for recommendations and Board approval and for response or advice to the Parish Council.</li> <li>• Facilitate the improvement of the external infrastructure to provide adequate access to heritage sites leased or owned by the JNHT.</li> <li>• To provide recommendations, advice, reports to the Estate Management and Business Development Department on all projects assigned on an as need basis.</li> <li>• The Quantity Surveyor will collaborate with the project engineer to analyze all structures as mentioned and create a detailed Bill of Quantities which will be the basis under which works will be completed</li> <li>• Assist with the vetting of submitted tenders and the selection of qualified contractors in accordance to the government guidelines and costing which will be provided within the Bill of Quantities.</li> <li>• A project schedule incorporating both the likely design and construction period shall be provided.</li> <li>• When necessary, manage the coordination of the procurement and delivery of materials to the project site on time and in good order so as not to prejudice the work on site.</li> <li>• Liaise with the Project Team to co-ordinate the procurement of material, services and equipment needed for work activity according to the project schedule.</li> <li>• Preparing and agreeing payments applications/valuations so that payment is received in accordance with the terms of the contract conditions; Works progress.</li> <li>• Maintain logs for claims and thereby agreeing variations/change orders.</li> <li>• Preparing and compiling variation claim document with all relevant substantiation to the satisfaction of the Engineer/Employer.</li> <li>• Prepare &amp; Compile "Final Accounts Payment application" with relevant substantiation and documents as per contract obligations.</li> <li>• Analyze and Recommend Subcontract payment application based on actual progress of S/C work.</li> </ul>
<b>DEPARTMENTAL HUMAN RESOURCE RESPONSIBILITIES</b>	N/A
<b>OTHER RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Any additional task assigned by superior / reporting head</li> </ul>
<b>KEY RESULT AREAS/OUTPUT</b>	<ul style="list-style-type: none"> <li>• Complete estimates for all buildings indentified for restoration</li> <li>• Development and Maintenance of Cost Records for labour and material for overall restoration cost.</li> <li>• Ensures conformance with design and cost estimates</li> <li>• Preparation of contract documents</li> </ul>

## MEASURES OF SUCCESS

<b>ACCOUNTABILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
<b>PERFORMANCE MEASURES</b>	N/A

## COMPETENCIES

FUNCTIONAL	DEFINITION
<b>REQUIRED SKILLS AND COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Strong communication and negotiation skills</li> <li>• Team worker with good interpersonal skills</li> <li>• Organized and methodological with a keen eye for detail</li> <li>• Maths skills / numerically minded</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to communicate effectively both orally and in written format</li> <li>• Sound analytical problem solving and decision making skills</li> </ul>
<b>REQUIRED KNOWLEDGE SPECIFIC TO THE POSITION</b>	<ul style="list-style-type: none"> <li>• IT skills e.g. proficient with Microsoft software</li> <li>• Industry knowledge and understanding</li> <li>• Budget and financial management</li> <li>• Knowledge of all GOJ statutory building codes and regulations</li> <li>• Excellent Project Management skills</li> <li>• Cost management for estimate materials, time and labour costs.</li> <li>• Be updated on the JNHT Act of 1985</li> </ul>

## QUALIFICATION & EXPERIENCE

<b>QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Bachelors Degree in Quantity Surveying (Must be eligible for registration by the Jamaica Institute of Quantity Surveyors (JIQS) or the Royal Institution of Chartered Surveyors (RICS)</li> <li>• A minimum of two (2) years experience in Quantity Surveying (Experience in the Public Service would be an asset)</li> <li>• Knowledge of relevant computer applications</li> </ul>
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## COMMUNICATION

<b>LIAISE INTERNALLY</b>	<b>PURPOSE OF COMMUNICATION</b>
N/A	
<b>LIAISE EXTERNALLY</b>	<b>PURPOSE OF COMMUNICATION</b>
N/A	