

# Job Description

Document Code:  
JCVA-HRD-4-002

Effectivity Date:  
March 1, 2022

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01

Dept/Unit:  
Human Resources



## Head of Quantity Surveying Unit

Reporting to: Technical & Operations Director  
Department: Engineering Services – Quantity  
Surveying Division: Operations  
Project/Location: Head Office  
Rank: Managerial

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### MAJOR RESPONSIBILITIES

1. Develop and implement effective cost control procedures to monitor project expenses.
2. Prepare detailed cost estimates and budgets for construction projects.
3. Review and analyze contractor and supplier proposals to ensure competitiveness and accuracy.
4. Track project costs, monitor variances, and provide regular reports to management.
5. Identify cost-saving opportunities and propose value engineering alternatives.
6. Conduct cost audits and evaluations throughout the project lifecycle.
7. Collaborate with project teams to mitigate financial risks and control project expenditure.
8. Prepare and manage bills of quantities (BOQs) and tender documentation.
9. Carry out quantity take-offs and measurements for construction materials and resources.
10. Estimate material quantities, labor costs, and equipment requirements.
11. Assess and value variations, claims, and change orders.
12. Verify and certify progress payments to contractors and suppliers.
13. Collaborate with design and engineering teams to optimize project specifications and quantities.
14. Provide expert advice on construction costs, procurement strategies, and contract terms.
15. Develop accurate and detailed cost estimates for new construction projects.
16. Review project plans, drawings, and specifications to identify cost implications.
17. Conduct site visits and assessments to gather necessary information for estimates.
18. Analyze historical data, industry benchmarks, and market trends to support estimating.
19. Collaborate with architects, engineers, and subcontractors to refine project estimates.
20. Prepare comprehensive bid packages and tender documents for subcontractors and suppliers.
21. Evaluate and negotiate subcontractor and supplier pricing.
22. Lead and manage the quantity surveying unit, including mentoring and supervising staff.
23. Assign tasks, set goals, and provide guidance to team members.
24. Conduct performance evaluations and provide training and development opportunities.
25. Foster a collaborative and productive work environment.
26. Coordinate with other departments and project stakeholders to ensure effective communication and coordination.
27. Stay updated with industry standards, regulations, and best practices related to quantity surveying and cost management.

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## KEY PERFORMANCE INDICATORS

1. Variance between estimated costs and actual costs incurred during the project.
2. Amount of cost savings achieved through effective cost control measures and value engineering.
3. Percentage of successful bids secured based on the accuracy of cost estimates.
4. Profitability of projects by comparing estimated profits to actual profits.
5. Client satisfaction (CSAT) through feedback and ratings related to cost management and quantity surveying.
6. Productivity and efficiency of the quantity surveying team.
7. Professional growth and development of team members through training, certifications, and career advancement.
8. Accuracy of quantity take-offs performed by the quantity surveying unit.
9. Completeness and accuracy of bills of quantities prepared for projects.
10. Adherence to industry standards, regulations, and best practices in quantity surveying.
11. Performance during internal and external audits, including compliance with document control procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

## QUALIFICATION AND COMPETENCY REQUIREMENTS

### MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in civil engineering/mechanical engineering/electrical engineering/architecture.
2. Must have at least 8 years of relevant experience.

### KNOWLEDGE

1. A deep understanding of construction processes, methods, and materials, as well as relevant regulations, standards, and best practices.
2. Extensive knowledge of quantity surveying principles, techniques, and methodologies, including cost estimation, procurement, contract administration, and value engineering.
3. Familiarity with local and national building codes, regulations, and permit requirements to ensure compliance throughout the project lifecycle.
4. Proficiency in cost planning, cost control, and cost forecasting, with the ability to manage budgets and evaluate project financial performance.
5. Knowledge of contract types, contract negotiation, and contract administration, along with a solid understanding of contractual obligations and risk management.

### SKILLS

1. Strong analytical skills to quantify and measure materials, labor, and other resources required for construction projects, as well as the ability to interpret technical drawings and specifications.
2. Proficiency in financial analysis and cost evaluation, including the ability to analyze project budgets, track expenses, assess variations, and provide accurate cost reports.
3. Competence in using specialized quantity surveying software and tools, as well as general project management software for scheduling, document control, and communication.

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4. Excellent communication skills to interact effectively with stakeholders, team members, and clients, as well as the ability to collaborate with architects, engineers, contractors, and suppliers.
5. Strong negotiation skills to liaise with contractors, subcontractors, and suppliers, and the ability to resolve disputes or conflicts that may arise during the project.
6. Meticulousness in reviewing project documentation, contracts, and financial data to ensure accuracy, identify discrepancies, and mitigate potential risks.

## ATTRIBUTES

1. The ability to lead a team of quantity surveyors, provide guidance, mentorship, and manage their workload effectively.
2. Strong organizational and time management skills to prioritize tasks, meet deadlines, and handle multiple projects simultaneously.
3. A proactive approach to problem-solving, with the ability to identify challenges, propose innovative solutions, and make informed decisions.
4. A commitment to professional ethics, transparency, and integrity, ensuring compliance with relevant regulations and industry standards.
5. Flexibility to adapt to changing project requirements, unforeseen circumstances, and emerging technologies or methodologies in the construction industry.
6. A customer-centric mindset, with the ability to understand and meet client expectations, provide excellent service, and maintain positive relationships.