

# Job Description



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Revision No.:  
01

Dept/Unit:  
Human Resources

## Quantity Surveyor

Reporting to: Head of Quantity Surveying  
Department: Shared Services – Quantity Surveying  
Division: Operations  
Project/Location: Head Office  
Rank: Rank and File/Supervisory

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### MAJOR RESPONSIBILITIES

1. Prepare detailed cost estimates for construction projects by analyzing project plans, specifications, and other relevant documents. This involves calculating quantities of materials, labor costs, equipment expenses, and any other relevant factors.
2. Develop and maintain cost plans throughout the various stages of the project. This includes monitoring and updating cost projections, conducting feasibility studies, and providing advice on cost-effective solutions.
3. Prepare and evaluate tender documents, including bills of quantities, specifications, and contract conditions. Collaborate with suppliers, contractors, and subcontractors to obtain competitive bids and negotiate contracts.
4. Identify opportunities to optimize project costs without compromising quality. Recommend alternative materials, construction methods, or design changes to achieve cost savings or improve efficiency.
5. Identify and assess project risks related to costs, contracts, and procurement. Develop strategies to manage and mitigate these risks, ensuring that projects are delivered within the allocated budget.
6. Conduct detailed measurements and takeoffs from architectural and engineering drawings to determine quantities of materials required for construction. Prepare and validate bills of quantities for tendering and cost estimation purposes.
7. Work closely with project managers, architects, engineers, and other stakeholders to ensure effective communication and coordination. Provide regular updates on cost-related matters, participate in project meetings, and collaborate to resolve any issues that arise.
8. Stay updated with industry standards, regulations, and best practices related to cost management and quantity surveying. Ensure compliance with relevant legislation, codes, and contractual obligations.

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