



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b> Quantity Surveyor
<b>JOB GRADE:</b> SOG/ST 5
<b>POST NUMBER:</b> 68709
<b>BRANCH/UNIT:</b> Technical Services
<b>DIVISION:</b> Project Management and Technical Services
<b>REPORTS TO:</b> Director Technical Services
<b>MANAGES:</b> N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

### **Strategic Objectives of the Division (in which the position is located):**

To improve the physical infrastructure that supports the Justice system through construction/establishment of a minimum of six (6) alternative Justice Services (AJS) facilities, seven (7) court houses and three (3) Judicial complexes.

### **Job Purpose**

The Quantity Surveyor, under the guidance of the Director, Technical Services, provides quantity surveying support for construction contracts, administers and appraises payments to ensure compliance, and manages pre- and post-contract financial services for building and civil works. The role also involves planning and implementing projects within the unit's portfolio in line with established procedures and guidelines.

### **Key Outputs:**

- Reports prepared
- Costing provided
- Assisting with validation of external bills conducted
- Assessment of cost/design element of projects
- Produce estimates for building and civil works for projects
- Obtain & compile cost data for engineering specifications for designs
- Operational objectives adhered to
- Site investigations conducted, site meetings attended
- Appraisal for existing designs conducted
- Project appraisals conducted
- Contract documents prepared
- Price listings updated

### **Key Responsibility Areas:**

- Prepares Technical Reports for existing, new and ongoing projects
- Assist with undertaking cost analysis for repair and maintenance of projects
- Reviews the preliminary development budget to ascertain costing of proposed development and submit project proposals
- Prepare cost records for labour and materials and for overall contract cost of the unit's activities
- Participates in the monitoring and maintenance of project activities.
- Assists the Project Officer/Planner/Designer using AUTO CAD to produce designs and other schematic drawings
- Prepare estimating data for the preparation of programmes and annual budgets
- Assisting with cost estimate preparation for buildings, works and other activities
- Conducts site visits; monitors and assesses implemented projects to ensure conformance with design and cost estimates
- Ensures approved cost planning techniques are understood and implemented
- Reviews and assesses all submissions such as Technical Reports, Project Control Sheets
- Prepares Practical Completion Certificates for all projects within the designated region
- Conduct measurements, evaluate and prepare interim certificates for projects
- Assist in preparation of payments and minute sheets
- Interprets blueprints, schematic drawings, payout and other visual aids
- Performs other related duties and responsibilities as may be determined from time to time.

### Performance Standards:

- General services and activities are executed in accordance with established quantity surveying procedures, technical standards and Ministry guidelines
- Bills of Quantities are informed and prepared in accordance with standard procedures
- Implemented projects are assessed to ensure consistency with design specifications and cost estimates
- Payment requests are assessed to ensure consistency with design specifications and cost estimates
- Payment requests are appraised and approvals provided in accordance with contractual arrangements and Ministry guidelines
- A team approach is adopted in the planning and administration of the unit's construction contracts
- All quantity surveying activities are executed within the allotted time frame
- Technical reports prepared according to established format

### Internal and External Contacts (specify purpose of significant contacts:

#### Within the Division

Contact (Title)	Purpose of Communication
Director, Technical Services	<ul style="list-style-type: none"><li>• Provide advice and contribute to decision-making;</li><li>• Identify emerging issues/risks and their implications, and propose solutions;</li></ul>
Senior Executives/Management in	<ul style="list-style-type: none"><li>• Develop and maintain effective working relationships</li><li>• Collaborate, exchange information, provide strategic advice, support and feedback</li></ul>
General Staff	<ul style="list-style-type: none"><li>• Develop and maintain effective relationships</li><li>• Provide expert advice and exchange information</li></ul>

#### Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"><li>• Develop and maintain effective relationships;</li></ul>
Professional Affiliations	<ul style="list-style-type: none"><li>• Provides expert advice and exchange information;</li><li>• Identify innovation and new opportunities for the Association.</li></ul>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"><li>• Monitors TOR for goods and services and related interventions;</li><li>• Exchange of information.</li></ul>
General Public	<ul style="list-style-type: none"><li>• Collaborate on matters, exchange information, provide advice and seek feedback</li></ul>

### Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Coaching and Mentoring	1
Integrity	2	Contract Administration	2
Interpersonal	2	Cost Management and Estimation	2

Oral Communication	2	Goal/Results Oriented	1
Team Work & Cooperation	2	Methodical	2
Time Management	2	Planning and Organising	1
Written Communication	2	Presentation and Reporting	1
		Problem Solving and Decision-making	1
		Resilience	1
		Stress Tolerance	2
		Technical Skills	2
		Use and Application of Technology	1

<b>I. Other Competencies</b>
Knowledge of project planning and management techniques
Knowledge of the contract administration process and the established forms of contracts
Be able to provide both summarized and detailed reports on current activities
Have access to and able to use Construction Costing Software
Demonstrable experience in preparation of bills of quantities, tenders, evaluations contract preparation, negotiation and mediation
Must have excellent knowledge of construction materials, pricing and trends in the industry

#### Minimum Required Education and Experience

**(a) Specific knowledge (however acquired) required to start:**

- Knowledge of the Master Builders JIIC Agreement and labour rates
- Working knowledge of standard and specialized computer applications including AUTO CAD, Microsoft Excel

**(b) Qualifications and Experience**

- Bachelors' Degree in Quantity Surveying
- One (1) year job experience as a Quantity Surveyor or construction related engagement on new and refurbished buildings

**(c) Continuous Professional Development**

- Attend relevant training on emerging trends and practices within the IS field

#### Authority:

N/A

#### Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions
- Must possess a valid driver's license and a reliable motor vehicle
- Willingness to travel locally and internationally
- Long work hours and working on public holidays when necessary.