

Position Description

Job Title: Quantity Surveyor

Department: Quantity Surveying

Reports To: Chief of Quantity Surveyor

Objective of Role: To support the Agency at a professional level at any stage of the life cycle of roads and infrastructural projects and any other projects falling within its remit, according to the exigencies of the service.

Duties and Responsibilities

- Manage and monitor the financial aspects of the projects
- Assist to ensure that the objectives of the works contract are met, being the completion of the works within the contract budget
- Review historical data on works' costs and report thereon
- Identify and monitor on an ongoing basis, baskets of key rates for road and infrastructure projects and develop cost estimation database
- Review of unit rates for various works' items according to specifications
- Provide cost information as required to Projects Managers and Assistant Managers
- Prepare estimates at the various stages of the design process
- Assist in the preparation of tender documents particularly tender BOQs and Estimates according to identified standards
- Assist in Tender evaluation and preparation of technical reports
- Conduct periodic site visits to monitor and do measurement of works carried out with Contractors and Supervisors
- Reviewing and evaluating Contractors' requests for payment and advising accordingly
- Reviewing and evaluating Contractors' claims and preparing Variation Order Reports
- Calculating and preparing Valuation of works including Variations
- Preparing Final Statement of Account and closing off the financial part of the project
- Take an active role in the review and improvement of on-going projects/assignments
- Understand the Unit's targets of their work areas and how these contribute to the success of the Agency
- Make suggestions for more cost-effective ways of doing things
- To liaise with superiors on the progress of the Unit's performance
- Ensure a high level of service and output throughout any of the stages of a project's life cycle through adequate professional input with a 'can do' attitude
- Ensure quality of service and operations throughout
- Meets own and team's targets
- Be a team player and establish a good working relationship with other Unit members and Sections

- Provide advice to the Unit as required
- Provide the necessary assistance to all the sections within this and other Units in pursuance of the overall efficient and effectiveness of the Agency as a whole
- Develop and maintain good working relations with stakeholders involved in road and infrastructure projects
- Coordinate with outsourced professionals and ensure quality of service
- Ensure effective and transparent communication throughout
- Provide a high level of customer service and support throughout
- Liaise with the Unit's Management as required with regard to any assigned project budgets
- Ensure the highest level of internal controls for financial related matters and ensure value for money
- Be conversant with the relevant legislation of the Agency
- Be conversant with International established Measurement Methods
- Implements action plans into day-to-day operations and schedules
- Takes responsibility for meeting day-to-day operations, schedules and targets
- Takes responsibility for developing and using skills and knowledge effectively in order to achieve results
- Approaches work in a highly focused and goal-oriented manner
- Reports outcomes as required
- Actively seeks solutions to problems and builds on solutions proposed by others
- Seeks ways of doing things more effectively
- Perform any other reasonable duties as may be assigned by the Unit Management

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees / sections or requested to perform other / different duties from time to time as the need may be.

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Essential

Qualifications

- Diploma level of education in Quantity Surveying or the current equivalent

Experience

- This post is targeted for Quantity Surveyors and albeit prior experience is not essential, previous experience or demonstration of any of the 'desirable' qualities listed below will be considered an asset.

Skills

- Numerically proficient and information focused
- IT applications skills including Autocad, Word and Excel
- Excellent standard of written and spoken English and Maltese
- Excellent presentation skills and report writing skills
- Technical capability to assist colleagues during any stage of a project
- Ability and will to transfer knowledge and mentor other members of staff

Other Attributes

- Demonstrated capability to manage own time and mentor other peers or subordinates
- Highly organized, rational and able to make decisions
- Able to work on own initiative without supervision
- Able to build good business relations with internal and external customers
- Ability to meet deadlines and perform under pressure
- Ability to challenge and question objectivity with a 'Can Do' attitude and openness to change management
- Valid Maltese driving License B1 / B or equivalent license recognized by Transport Malta

Desirable

- Experience in the Road Construction sector or within multi-functional operations
- Knowledge of the current Road Works Regulations and Standards as enacted through SL499.57
- Familiarity with other International specifications and standards (such as EN, DMRB, and ASTM and TSRGD, etc)
- Familiarity with Local Procurement Regulations
- Experience of multi-functional operations