

Quantity Surveyor (Q.S)

- Before starting any construction project, the quantity surveyor analyses the quantity, drawing and specifications. Reviewing quantity as per drawing and Bill of Quantity (BOQ).
- Support the Project Manager/Head PMU in verifying the quantities of material as per the agreed scope of work with the contractors.
- Verifying Interim Payment Certificate (IPC) and Final Bill as submitted by the Contractor and certified by the Consultant.
- Liaising with Consultant and Contractor Q.S and subcontractors.
- Preparing reports, analyses, contracts, budgets, risk assessments, and other documents.
- Keeping track of materials and ordering more when required.
- Documenting any changes in design and updating the scope of work, contract document and budget. Support the Project Manager in tracking the changes in drawings and quantities as per Construction packages.
- Establishing and maintaining professional relationships with external and internal stakeholders.
- Physical measurement and on-site verification for IPC and Final Bill. Periodically verify the quantity and quality of works as or when required.
- Check and verify the variation orders/claims submitted by the contractor and ensure the claim is accurate and as per the variation order.
- Ensure the Weekly HSSE Inspection reports are submitted by the site engineers in time.
- Ensuring that any variation in the original scope must be processed on time and have a close eye on cost and scope control.
- Update contract document (both hard & soft copy) in coordination with Document Controller and keep all document in order.
- Monitor the Construction packages and alert the Project Manager on quantities decreasing or increasing in a timely manner as per Construction packages.
- Calculate the quantity of the material used in the new and renovation Project as advised by the Project Manager. Also, they must calculate the actual work or labor cost.
- During the whole construction of the building, QS keep an eye on the cost.
- Perform other duties as may be required as instructed by the Project Manager/Head PMU and in line with the project scope of services.

