

Company		Effectivity Date
ARDC		January 1, 2024
Department		Revision No
Operations		Version 1
JOB DESCRIPTION		

Job Title:	Quantity Surveyor
Department:	Operations
Level:	Sr Staff 1
Reporting to:	AVP, Operations
Direct Report:	AVP, Operations
Internal Clients:	-
External Clients:	Suppliers, Contractors

Responsibilities: Responsible for Quantity Take-Offs (estimates, costings, and bill of materials) of project/s assigned.

Responsible for the Quantity Take-Offs for change orders as may be assigned.

Check completeness of plans and specifications prior to estimating.

Prepares Rebar schedule and cutting list for assigned project.

Updates Estimated Project Cost based on current materials cost on assigned project.

Collates cost estimates of each item work for a particular project.

Recommends alternative solutions to Architect/s based on cost implication.

Qualifications:

Education: Bachelor's degree in Civil Engineering
Must be a Licensed Civil Engineer

Experience: Minimum 3-5 years of experience in in estimating of horizontal and vertical projects.