

JOB DESCRIPTION

JOB TITLE: Cost Controller

JOB PURPOSE:

The incumbent is required to make estimations in relation to buildings and civil engineering projects of the Corporation to achieve the objectives of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports to the Head – Cost Controller.
- Works closely with the Contractors, Developers, Consultants and Service Providers, Quantity Surveying Technicians, relevant personnel in the Estate Management Division and Construction Management and Operations, other internal and external stakeholders.
- Works closely with interdisciplinary team of Designers, Planners and Project Construction Managers in Project Development and Monitoring Roles.

MAJOR DUTIES & RESPONSIBILITIES:

- Perform Quantity Take-offs i.e. detailed measurement of material, labour and tools required for construction projects.
- Developed detailed Bills of Quantities and material lists for construction projects.
- Measure and certify works completed to complete the processing of payments (Interim Payments, Final Accounts, Release of Retention etc).
- Provide Cost Assessments for all claims, variations and cost fluctuations on projects.
- Conduct periodic site assessments to measure Works in Progress.
- Conduct Tender Evaluations and Proposal Assessments.
- Conduct cost feasibility assessment and provide recommendations for projects.
- Execute cost benefits analysis to inform value engineering.
- Provide expert advice on legal and potential issues.
- Prepare a submit reports, memoranda, committee notes, tender evaluation reports, monthly reports and all other required correspondence.
- Performs any other related duties and responsibilities consistent with the job title/position.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Quantity Surveying; or in a related Engineering discipline;
- Certification as a member of a recognised Institute of Chartered Surveyors;
- Training in International Federation of Consulting Engineers (FIDIC);

- Master's Degree in any of the above disciplines would be an asset;
- Seven (7) years' experience in a similar position; or equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Sound knowledge of Planning, Designs and Construction Management.
- Working knowledge of OSH principles and practices relevant to the housing and infrastructure projects.
- Working knowledge of the modern principles, methods, practices and techniques of quantity surveying.
- Ability to interpret drawings.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Excellent analytical and reasoning skills.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

