

JOB DESCRIPTION

JOB TITLE: Head – Cost Controller

JOB PURPOSE:

The incumbent is required to oversee and review for accuracy in accordance with codes, standards and approved practises the estimations of costs, the setting of budgets, management of budgets, measurement and certification of works completed in relation to all projects being executed or managed by the Construction Company Limited.

WORKING RELATIONSHIPS:

- Reports to the Head of Engineering.
- Works closely with Cost Controllers, Project & Construction Managers, Engineers, Architects and Land Planners.

MAJOR DUTIES & RESPONSIBILITIES:

STRATEGIC ROLE

- Implementation of mechanisms for Cost Optimization to recognize cost reduction within the affordable housing bands.

OPERATIONAL ROLE

- Perform, Oversee and Review Quantity Take-offs i.e. detailed measurement of material, labour and tools required for construction projects.
- Develop, Oversee and Review 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, Oversee and Review Cost Assessments for all claims, variations and cost fluctuations on projects.
- Conduct, Schedule and Review periodic site assessments to measure Works in Progress.
- Conduct Tender Evaluations and Proposal Assessments.
- Conduct, Oversee and Review cost feasibility assessment and provide recommendations for projects.
- Execute, Oversee and Review cost benefits analysis to inform value engineering.
- Provide expert advice on legal and potential issues.

- Prepare, Oversee, Review and 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.

LEADERSHIP/ RELATIONSHIP ROLE

- Plan, Supervise and monitor works performed by Cost Controllers to ensure accuracy and adherence to industry standards and guidelines including the Standard Method of Measurement published by the Royal Institution of Chartered Surveyors.
- Assists in the management of Performance Management Systems and Annual Vacation for direct reports.
- Works closely with interdisciplinary team of Designers, Planners and Project Construction Managers in Project Development and Monitoring Roles.
- Works closely with Contractors, Developers, Consultants and Service Providers.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Quantity Surveying.
- Master's Degree in Quantity Surveying would be an asset.
- Registration with Institute of Quantity Surveyors of Trinidad and Tobago.
- Registration with Royal Institution of Chartered Surveyors would be an asset.
- Ten (10) years' experience in a similar position; and five (5) years in supervisory position.
- Equivalent combination of training experience.

KNOWLEDGE AND SKILLS:

- Excellent knowledge of Planning, Designs and Construction Management.
- Working knowledge of OSH principles and practices relevant to the housing and infrastructure projects.
- Ability to convey concepts and solutions to a multi-disciplinary team, stakeholders and higher authorities via oral presentations, written reports, maps and drawings.
- Excellent analytical and reasoning skills.
- Strong negotiation and problem solving skills.
- Ability to establish and maintain effective working relationships with all stakeholders.
- Ability to think strategically, critically, plan ahead and make timely decisions.
- Ability to supervise and manage a team.
- Ability to work independently and with multi-disciplined and cross functional teams.
- Ability to manage conflicting priorities and handle pressure.
- Ability to work in a diverse, dynamic environment.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to establish and maintain effective working relationships.



- Ability to demonstrate leadership qualities.
- Ability to maintain confidentiality.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Effective problem-solving, time management, planning and organizational skills.
- 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.

