

Job Description

Estimator

Reports to

Estimating Manager

Direct and Indirect Reports

Indirect - Contracts, Commercial, Technical Services, Plant Department, QHSE, Planning

Our Mackley Mission

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

Our Vision and Values

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

Job Purpose

The role of the Estimator is to ensure highly competitive, carefully resourced, analysed tender costs and preparing quality submissions to clients. To work within Frameworks evaluating negotiated contracts. To be aware of company targets for new orders and aim to better them with profitable successful bids. Assist with budget prices for clients at early stages if time/capacity permits.

Accountability

Quality

- Studying tender documentation & information provided.
- Identify & evaluate risks to be taken by the company that are subject to the tender (senior manager) review.
- Ensuring that tenders are submitted on time & are complete.
- Assessing tenders upon receipt.

Stakeholders & Communication

- Liaison with the client & client designer when required.
- Site visits & discussions with key subcontractors.
- Identify risks or ambiguities & discuss as appropriate with Client/Engineer to start developing a closer working relationship & ‘level the playing field’.
- Liaising with other staff for support (Buying, Design, Contracts, QS, Senior Management).
- Liaising with Commercial & Procurement Departments during live contracts.
- Working with the selected designer on D & B contracts.

Team Work

- Treat all who you interact with equally, with courtesy and respect.
- Willingness to work with others to achieve a common goal.
- Flexibility and willingness to undertake duties other than those outlined in this job description or to undertake work in other departments/sites to meet customer demands.

Productivity

- Taking off quantities.
- Identifying temporary works design or assessments.
- Evaluating the programme requirements, developing methods of construction & suitable techniques to enable efficient cost effective resource levels to win bids.
- Calculate the net costs of a tender from first principle.
- Handing over successful tenders to Contracts Department upon award.

Key Result Areas

- **Time/efficiency** – Plan and deliver results to the agreed programme and timescales.
- **Client relationship** – Be an ambassador for the company & maintaining satisfied clients.
- **Quality** – Promote a 'right 1st time' approach to the delivery of agreed specifications and standards.
- **Team Work** – Willingness to work with others to achieve a common goal.

Person Specification

Qualifications

- HNC in Civil Engineering or NVQ Level 6 in Construction or equivalent (desirable)

Training

- Driving License

Skills & knowledge

- Impeccable communication skills as this role will involve extensive communication with colleagues & stakeholders in the tender production
- Detailed knowledge & understanding of tendering & procurement processes
- Work well under pressure & work flexibly to meet deadlines
- Ability to balance workload, prioritise and organise work
- Knowledge of compliance with health, safety & environmental legislation
- Effective influencing & communication skills
- A logical, organised and understanding individual who can deal with responsibility and make effective decisions
- Able to work at high concentration levels, under pressure & maintain quality standards
- Networking & building positive relationships

Experience

- Minimum of 2 years' experience of estimating within a civil engineering company
- Minimum of 3 years site experience (desirable)

Personal qualities

- Resilient & coping with the pressure of demanding targets & tight deadlines
- Maturity of judgement
- Enthusiastic, self-motivated & results focused
- Integrity
- Sound decision maker
- Ability to use initiative & make recommendations for change
- Diligent
- Flexible & adaptable
- Effective negotiation skills
- Motivated to drive self-development using all available resources to achieve success

Technology skills

- IT Microsoft Office skills (including Word, Excel, Project & PowerPoint) & demonstrate ability to adapt these programs to suit any estimate required
- Business Collaborator (desirable)

Relationships

Internal

Site Manager/Project Manager
Commercial Department
Technical Department
Bid writers/Estimators
Marketing
Plant Department
QHSE Department

External

Clients
Subcontractors
Suppliers

Additional information

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.