

Job Description

Estimator

Reports to	Direct and Indirect Reports
Estimating Manager	Direct – N/A Indirect – N/A

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 and 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 unrivalled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge.

We expect these behaviours 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

- Work to and within the Mackley company procedures, policies and regularly communicate with your line manager.
- Ensuring that tenders are submitted on time and are complete.
- Assessing tenders upon receipt.
- Studying tender documentation and information provided.
- Identifying Client requirements and developing the best offer to meet them
- Identifying temporary works and design requirements.
- Identify and evaluate risks to be taken by the company that are subject to the tender review process.

Stakeholders and Communication

- Liaison with the client and client designer when required.
- Site visits and discussions with key subcontractors.
- Identify risks or ambiguities and discuss as appropriate with Client/Engineer to start developing a closer working relationship and ‘level the playing field’.
- Liaising with other staff for support (Buying, Design, Contracts, QS, Senior Management).
- Liaising with Commercial and Procurement Departments during live contracts.
- Working with the selected designer on D & B contracts.
- Establish and actively promote working relationships between all departments, through effective communication and ensuring Company procedures are followed.
- As required, attend training sessions, trade conferences and meetings in line with our commitment to Investors in People.

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

- Submitting high quality tenders to meet deadlines
- Taking off quantities.
- Identifying temporary works design or assessments.
- Evaluating the programme requirements, developing methods of construction and 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 and 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 and knowledge

- Impeccable communication skills as this role will involve extensive communication with colleagues and stakeholders in the tender production
- Detailed knowledge and understanding of tendering and procurement processes
- Work well under pressure and work flexibly to meet deadlines
- Ability to balance workload, prioritise and organise work
- Knowledge of compliance with health, safety and environmental legislation
- Effective influencing and 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 and maintain quality standards
- Networking and building positive relationships

Experience

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

Personal qualities

- Resilient and coping with the pressure of demanding targets and tight deadlines
- Maturity of judgement
- Enthusiastic, self-motivated and results focused
- Integrity
- Sound decision maker
- Ability to use initiative and make recommendations for change
- Diligent
- Flexible and 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 and PowerPoint) and 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 Team
Procurement Department
Plant Department
QHSE Department
HR Department

External

Clients
Subcontractors
Suppliers

Additional information

You will be expected to work and travel to various Mackley sites throughout the UK.

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.