

JOB DESCRIPTION

NAME	
JOB TITLE	Estimator
DEPARTMENT	Deeley Construction Limited
GRADE	Monthly Staff
REPORTS TO	Estimating Director, Deeley Construction Limited

FIRM DESCRIPTION	A highly respected and profitable independent property and construction Group of Companies, incl. Deeley Construction, Deeley Properties and Deeley Homes
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ROLE DESCRIPTION	<p>To deliver the estimating services within Deeley Construction and meet the core requirement:-</p> <ul style="list-style-type: none"> • To prepare a projected nett cost model for proposed building projects • To manage and control the tender process through liaison with other departments or externally resourced functions
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KEY RESPONSIBILITIES / ACCOUNTABILITIES	<p>General Responsibilities</p> <ol style="list-style-type: none"> 1. To provide manager / organisation information to enable them to monitor progress of tenders and highlighting issues which might impact on service quality. 2. Operate defined systems and procedures to ensure the efficient and effective estimating services comply with best practice and QA procedures. 3. Keep up to date with any developments in estimating systems, software and equipment, taking a personal responsibility for self development. 4. Promote and build good working relationships with all parts of the company, providing advice and assistance to all staff on any aspect of the estimating function, processes and procedures 5. Proactively provide support to Deeley Construction undertaking any other duties as identified by the Managing Director <p>Main Pricing Function</p> <ol style="list-style-type: none"> 1. Review tender documentation and conditions and deal with changes during the tender period 2. Obtain and evaluate labour only sub-contract quotations for trades such as groundworks, brickwork and carpentry 3. Obtain and evaluate material quotations, liaising with buying department where necessary 4. Obtain and evaluate domestic sub-contract quotations for specialist trades such as building services, structural frames, cladding, windows, finishing trades etc. 5. Take off quantities and prepare internal bills of quantities when necessary 6. Price bills of quantities using analytical rate build ups where appropriate 7. Price preliminaries (site overheads and attendances) 8. Attend tender adjudication meetings <p>Other Duties</p> <ol style="list-style-type: none"> 1. Carry out site visits, take photographs and report on conditions, restrictions etc 2. Liaise with contracts department on buildability issues and programming
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	<ol style="list-style-type: none"> 3. Inform the directors regarding the proposed form of contract and particulars 4. Carry out an informal risk analysis during the tender process and advise any issues 5. Carry out value engineering procedures during the tender process and advise any potential cost saving 6. Prepare, or liaise with other departments, to ensure that tender submission documentation is available within the required timescales <p>Post Submission</p> <ol style="list-style-type: none"> 1. Carry out post tender negotiations. Dealing with budget issues, changes, re-pricing etc 2. Attend meetings with client and consultants as requested following submission of tender 3. Upon project award prepare documentation and attend project launch meetings to hand over the project to the construction team. Advising on documentation, client expectations, risks etc. <p>Miscellaneous</p> <ol style="list-style-type: none"> 1. Prepare cost plans for budget estimates to establish feasibility of schemes in the early stage of design
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PERSON SPECIFICATION

	ESSENTIAL	DESIRED
THE CANDIDATE	The job holder will have a high level of energy, drive combined with a strong customer service skills to ensure a quality estimating service which supports the management of construction projects.	
SKILLS, QUALIFICATIONS AND EXPERIENCE	At least 3 years' experience of : <ul style="list-style-type: none"> • Estimating in a commercial contracting environment • Managing computerised estimating packages, and • Analysing drawings, data etc • Excellent IT skills; Microsoft Office – Outlook, Word, Excel 	
PERSONAL ATTRIBUTES	<p>Excellent communication skills both written and oral.</p> <p>Good organising skills with strong attention to detail, ensuring that tasks are completed accurately, efficiently and consistently meet high standards and deadlines.</p> <p>Ability to develop relationships both within the business and externally with clients, contacts, etc demonstrating tact, discretion and confidentiality as required.</p>	Ability to clearly explain estimates to senior managers, consultants, or client to ensure that they have a level of understanding that enables good decisions to be taken.



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EQUAL OPPORTUNITIES EMPLOYMENT STATEMENT.

It is the Deeley Group's policy to provide equal opportunities for all employees in relation to recruitment, training and promotion. Decisions in these areas will be made only by reference to the requirements of the job and shall not be influenced by any consideration of ethnic origin, religion, sex, age, sexual orientation or disability.