

Job Description

Junior Estimator

REPORTS TO: Associate Director of Design & Estimating

Overall Job Purpose:

This role requires you to have a clear understanding of the estimating process. You will be expected to work from a bill of quantities or a set of drawings from the client and provide piling price estimates for everything from a one-off scheme to ongoing projects which will be completed over several months.

This is a client focused role that requires you to have the ability to engage with clients to determine their needs and articulate those requirements in order to provide a solution based proposal.

Mandatory Estimating Skills:

- Interpret specifications, architectural/engineering plans, and specification drawings to determine the scope of works
- Interpret Ground Investigation Reports to identify possible risks within the ground and installation methods
- Check the tender requirements against the Company's governance procedure and in accordance with the Company's Sales and Commercial Strategy to determine the most appropriate engineering design solution for the installation of sheet steel, king post, driven or bored piles, etc.
- Interpret and understand designs for fully embedded retaining walls, king post walls, cantilever and propped solutions using information supplied by the client and Ivor King's in house design team
- In conjunction with the Contracts Team, conduct site inspections for tender understanding, analysis of conditions, assessment of risk and identification of activities that may or may not be shown in the tender documents
- Review contract conditions and incorporate the Company's requirements within a written tender submission document
- Liaise with clients on an ongoing basis to determine progress of tender. Contact with clients is to be recorded using the Companies customer relationship management software BuddyCRM. This is to be updated as project progress from Opportunity – Tender – Contract Award

Additional Skills and Qualities:

- Experience of working within the sheet piling sector would be desirable but not essential
- A confident and articulate communicator with experience of dealing with clients and building strong working relationships
- The ability to communicate complex details clearly and succinctly
- Be prepared to develop your own knowledge and professional status
- Driven to achieve agreed targets / winning work and in doing so ensuring that an appropriate work pipeline is maintained in accordance with the agreed sales estimating targets
- Ability to identify any possible risk items when tendering for new projects and highlight these to the Commercial and Contracts Teams
- Knowledge of and the ability to work to The Construction Design Management Regulations 2007 & 2015
- Excellent maths / numerical acumen and the ability to manipulate data to determine trends
- Excellent IT skills with advanced knowledge of key Microsoft applications

- Some knowledge of CAD software for drawings used in the tendering process
- Project management skills and knowledge of MS Project would be advantageous
- Good problem solving skills and the ability to pay close attention to detail
- An organised approach to work and the ability to meet deadlines
- An awareness of relevant industry regulations, price trends and exchange rates
- Provide support to the HSEQ, Commercial and Contracts team in aiding the completion of Pre-Qualification Questionnaires
- Drive, enthusiasm and the ability to work on own initiative to overcome challenges
- Flexible work ethic and being a team player is critical
- Full driving licence

General Company Duties and Responsibilities:

- Adherence to existing working practices, methods and procedures as outlined in the Booklet of Employment
- Undertaking relevant training and personal development activities and respond positively to new and alternative systems
- Adopt a proactive approach to Health, Safety, Environment and Quality and to co-operate with the Company's HSEQ Manager with regard to relevant health, safety and environment legislation, policies, and processes
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To carry out all duties and responsibilities within the overall function, commensurate with the level of the position

Essential Qualifications/Desired Work Experience:

- BSc/MSc Civil Engineering/Geotechnical Engineering/Geology – or equivalent in relevant experience
- At least 3 years' experience in civil/geotechnical background

Hours and Environment:

Hybrid role with time spent at home, in the office and on site as required by the business.

Overnight stays are rare, but you will need to travel to meet clients on site so a driving licence is required.

Minimum 40 hrs per week as dictated to meet the needs of the business.

| For completion by Role Holder to confirm receipt and acceptance: | |
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| Signed: | |
| Name: | |
| Date: | |