

JOB SPECIFICATION



Position: ESTIMATING MANAGER - CONSTRUCTION

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational departments:

- Construction – Civil Engineering, Utilities & Surfacing
- Major Projects
- Haulage and Plant Hire
- Homes
- Property and Development
- Quarry Products
- Waste Services

Headquartered at Caplich Quarry in Alness, the company currently employs in excess of 190 personnel and operates out of several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

The company also operates a subsidiary business – Carbon Dynamic (Scotland) Ltd – who focus on the off-site construction of high quality, energy efficient, sustainable, modular based buildings.

Position

This is a **Permanent, full-time** position working within our Construction Department, covering civil engineering projects broadly with values up to £5m. The position is based at our main offices at **Caplich, Alness** and will report to the Departmental Operational Lead.

Principal Job Responsibilities

- Preparation and submission of pre-tender qualification submissions and tender presentations / reviews.
- On receipt of tender documents carry out detailed review and prepare action plan for tender process.
- Carry out detailed site visits to determine site conditions and mitigate risk and identify opportunities.
- Coordination and management of all necessary process to bring “design and build” and “develop and construct” projects to “shovel ready” status.
- Liaising with designers and statutory authorities to ensure landowner and other necessary consents / permissions are in place prior to construction works commencing on site
- Coordination and management of the preparation and issuing of Subcontract and Supplier enquiries for Tenders.
- Preparation of take-offs and Bills of Quantities from Tender Drawings where none supplied.
- Build up accurate cost estimates for tenders and complete data entry into proprietary Estimating Software.
- Preparation and presentation of tenders for adjudication and approval.
- Finalisation of tenders and preparation for submission.
- Maintaining appropriate tender records.
- Prepare such reports as may from time to time be requested by senior management.
- Compliance with the company's quality assurance procedures to ensure achievement of company objectives – in relation to quality, health & safety and profitability matters.
- Other associated activities as may be from time to time be required / allocated.

The above list is not exhaustive.

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Applicant

The successful applicant will ideally have the following skills, qualities and experience:

- Previous experience in either a similar role or within the civil engineering / utility sector.
- Experience of, and working knowledge, of estimating software.
- Knowledge of Health & Safety and Environmental legislation.
- Full UK driving license.
- Very structured and diligent approach to task management and record keeping.
- Good communication skills, with both clients and other company personnel.
- An aptitude for multi-tasking and efficiently structuring daily tasks.
- Be computer literate with experience in conquest, word, excel, project, etc.
- The ability to assist and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.

Working Hours

The standard working week consists of the following:

Monday - Friday **8:00 - 17:30** with appropriate breaks.

There will be a requirement for flexible working to accommodate operational demands outside of this.