

JOB SPECIFICATION



Position: CIVILS ESTIMATOR

Company History

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

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

Headquartered at Caplich Quarry in Alness, the company currently employs in excess of 200 personnel and operates out of several further facilities; Secondary Offices at Averon House in Alness and Elm House in Inverness; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

Position

This is a **Permanent, full-time** position working within our Construction Team, covering civil engineering projects broadly with values up to £5m. The position is based at either our Inverness or Alness Offices with a portion of remote working being considered. The position will report to the Estimating Manager.

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.
- 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.
- 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.

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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.
- Good communication skills, with both clients and other company personnel.
- Be computer literate with experience in conquest, word, excel, project, etc.
- Promote a good image of self and the company.

Working Hours

The standard working week consists of the following:

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

There will be a requirement for flexible working to accommodate submission deadlines outside of this.

Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Salary reviews are conducted annually.

In addition, other benefits will be offered which may include company car / car allowance, pension and health insurance.

Probationary Period

The company operates a standard 3-month probationary period, during which either party have the right to immediate termination of employment.