Civil Engineering - Surfacing - Plant

# RK BELL
# JOB DESCRIPTION

**Job Title:** Estimator

**Reports to:** Operations Manager

**Job Summary:** With a proven background in the construction industry involving civil engineering, groundworks and surfacing projects, you will be working on a range of contracts ranging from £10,000 to £15million. You will be responsible for the initial review, preparation and submission of tenders and estimates, checking Contract Terms and Conditions, clarifying Works Scope at Tender stage, developing commercial strategies, assisting in Tender Programme development, cash flow forecasts, financial statement and budgets, reviewing production rates.

**MAIN DUTIES AND RESPONSIBILITIES:**

- Estimating and cost planning
- Procurement
- Tender document preparation
- Tender review and resubmissions
- Tender & Cost reporting
- Contract Terms and Conditions Review
- Tender Commercial Strategy
- Contract and dispute advice
- Direct contact with clients, sub-contractors & suppliers
- Tender pricing through Supply Chain
- Pricing of the larger CEs within a current Contract
- Represent the company in a professional and trustworthy manner at client meetings and site visits
- Establish, maintain and enhance effective working relationships
- Provide assistance and cover for our commercial and estimating teams

**The post holder must have a knowledge of NEC3, NEC3TSC & JCT contracts**

*"The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post."*

**PLEASE NOTE:** All employees will have to undergo Baseline Personal Security Standard (BPSS) and obtain a standard DBS (Disclosure & Barring Service) certificate. This standard is designed to provide a level of assurance as to the honesty, integrity and values of individuals who are required to work at a Nuclear Licenced Site, or who may have access to Sensitive Nuclear Information.

**PERSON SPECIFICATION**

**ESTIMATOR**

**ESSENTIAL CRITERIA**

- Clean Driving Licence
- Relevant valid CSCS card
- Strong team player
- Strong commercial acumen
- Desire to understand and adapt to our client's culture and ethos
- Relevant experience in a cost control role
- A can-do attitude
- An ability to deliver the highest standard of service to clients
- An ability to achieve demanding time and quality targets
- Excellent literacy and numeracy skills
- Good IT skills with competency at Microsoft Word & Excel
- A willingness to attend training and to develop relevant knowledge, techniques and skills
- Excellent verbal and written communication skills
- To be methodical, pay attention to detail and be accurate
- Able to work with people at all levels and be a good team player
- Self-motivated with ability to work on own initiative
- Able to co-ordinate a number of different projects at the same time
- Willing to accept responsibility for completing designated tasks

**TERMS AND CONDITIONS**

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|---|---|
| Salary: | Salary and benefits to be discussed at interview |
| Hours of work: | 40 hours per week, Monday to Friday |
| Annual leave: | 23 days + 8 public holidays per annum |
| Pension: | You will be given the opportunity to join the RK Bell Pension Scheme so long as you meet the auto-enrolment criteria. |
| Baseline Personal Security Standard (BPSS): | All employees must be willing to undergo BPSS and obtain a DBS (Disclosure & Barring Service) certificate. This standard is designed to provide a level of assurance as to the honesty, integrity and values of individuals who are required to work at a Nuclear Licenced Site, or who may have access to Sensitive Nuclear Information. |
| Critical Medical: | You will be expected to undertake an assessment of fitness for safety-critical work only where it is necessary, or when requested by the main contractor. |
| Drug & Alcohol: | RK Bell reserves the right to carry out alcohol and drugs testing on all employees in the workplace. |
| Health & Safety: | You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we comply with current legal and organisational safety regulations. |
| Performance Review: | Overall performance will be formally assessed and reviewed regularly, with additional informal assessment taking place as necessary. |
| Equal Opportunities: | At RK Bell, it is our stated policy to treat all workers and job applicants equally and fairly, irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ('protected characteristics' as per the Equality Act 2010). |

I have read, understood and accept the contents of the job description

Signed: ……..... Dated: …….

Print name: ……