

MECHANICAL ESTIMATOR

REF NO: HES/0086/LIV

CONTRACT: Permanent full time staff

GEOGRAPHICAL AREA: England- Northwest

LINE MANAGER: Estimating Manager

JOB SUMMARY:

The key purpose of the role is the production of detailed and accurate mechanical estimates for traditional & design & build, new build and refurbishment projects throughout the UK. They will be required to work on a broad variety of major projects, across most sectors such as commercial, retail, education, healthcare, leisure, residential and defence. They will require an objective and proactive approach to estimating, be 'customer facing' and capable of maintaining and developing meaningful relationships with our stakeholders.

We are looking for someone who is keen, and ambitious to develop their career further, in a business looking to grow in the UK, and someone who can ideally demonstrate the following experience:

EXPERIENCE:

Previous experience of:

- Mechanical estimating/bid presentation experience in the MEP sector
- Proven track record of successfully winning mechanical projects in line with business guidelines
- Good understanding of MEP technical issues is preferable
- Working knowledge of labour, plant, materials and equipment
- Ability to read and clearly understand drawings and specifications
- Ability to work under pressure and flexible in approach to tender deadlines
- Wide supplier and sub-contractor knowledge
- Computer literate with experience of 'Estimation' software
- Knowledge of AutoCAD would be an advantage
- Design experience would be preferable but not essential
- Good understanding of BREEAM, EPC's, relevant Building Regulations, SBEM

QUALIFICATIONS:

- Demonstrate experience in a similar role.
- Qualification to HNC/HND level or equivalent in a Building Services related qualification would be advantageous

RESPONSIBILITIES:

- Acting as Bid Manager if required. The 'Delegated Authority Schedule' will determine the limit on size that they can act as Bid Manager
- Using drawings and specifications to produce competitive tenders
- Taking off quantities off drawings/specifications/bills of quantities
- Producing complete mechanical estimates up to £15m using 'Estimation' Software
- Ensuring that all bids submitted are technically correct
- Producing tender packages for subcontractors and reviewing returned documents for inclusion in main bid.
- Involvement in finalisation of tenders including value engineering suggestions, alternative manufacturer proposals etc. and transfer of agreed values into estimating system
- Production of Schedule of Rates for each successful tender
- Liaising with the Commercial Manager to review tender documents and provide necessary clarification on proposed attendances/contract/terms etc. as required to limit unreasonable commercial risk
- Ensuring all roles and responsibilities are carried out in accordance with business procedures
- As required represent the Company in negotiations and meetings
- Attend internal project handover meetings and assist Commercial Manager in developing the commercial strategy for the project
- Maintain and developing meaningful relationships with our stakeholders
- Assist the Project Manager, Operations Director and Commercial Manager in development of the initial 'Monthly Cost Report'
- Protect HE Simms commercial position during the tender period and liaise with the Commercial Manager when decisions lie outside their delegated authority limit
- Attend internal project close out meeting and close out any commercial actions

PERSONAL ATTRIBUTES:

- Good commercial acumen
- Good forward thinker and planner
- Good programme understanding
- Team player
- Highly motivated, good work ethic and enthusiastic
- Tenacious and determined
- Confident and articulate
- Attention to detail
- Highly organised
- High personal integrity
- Very persuasive
- Able to communicate at different levels and situations and influence people
- Able to perform consistently under pressure
- Quick thinker and adaptable to different situations
- Approachable and good interpersonal skills
- Highly professional
- Can see an opportunity and develop it
- Creative mind - thinks about the best way to provide information in a clear and concise manner
- Able to meet deadlines
- Accepts change and new ideas
- Innovative
- Takes full accountability for performance and professional development

REMUNERATION PACKAGE:

On request

Due to the changing nature of our business, the Company reserves the right to alter the content, tasks and responsibilities of this job description to reflect changes to the job, without altering the general character or level of responsibility. All staff are therefore expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.