

Job Description

Job title	Estimator – New Works	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To form part of the Projects Team for delivery of all New Works

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Key Accountabilities:

- Work in accordance with Contract obligations (NEC 3)
- Read and understand client requests / documentation for individual pricing requirements in context with main contract.
- Work with New Works Team and Client to identify solutions prior to pricing.
- Compile pricing submissions in accordance with Contract mechanisms
- Build and maintain good working relationship with Customer team.
- Working with EMCOR Procurement to identify & collate specialist supply chain solutions & costs when applicable.
- Attend, participate and where required lead Risk Review Meetings with Customers and suppliers.
- To contribute to forecasting by providing relevant billing data for up to 3 months in advance.
- Provide substantial justifications for CEN submissions
- Work with the New Works Team in identifying cost effective in-house self-delivery solutions and opportunities.

General Accountabilities

- Provide information, prepare and compilation of proposal submissions including Bid Analysis and option appraisal of New Works Proposals
- Proactive approach to the continuous improvement to improve operational efficiencies and outputs.
- Meaningful commercial and operational datums are established.
- Use of EMCOR’s standard documentation & compliance with client requirements.
- Working as a conduit with account buyer to ensure best VFM when delivering projects.
- Actively participate in team, customer and EMCOR group meetings.
- Interactions with client organisations as required, providing meaningful reports and proactive data and information.
- Managing other estimating resource across the account and help support development.
- Other duties as directed by the Line Manager.

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- Occasional availability to work unsociable hours and days off
- To have industry knowledge to keep abreast of industry standard methodologies.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Must hold relevant qualification in quantity surveying (degree level preferable)
- Experience working within a QS capacity
- Relevant experience of estimating within the FM Industry.
- Experience of working in an SFG20 environment is desirable.
- Proficient IT Skills to include, Word, Powerpoint and EXCEL.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	