

Trainee Estimating Assistant Job Description



Note - This is not intended to establish a total definition of the job, but an outline of the duties.

JOB DETAILS

Job Title – Trainee Estimating Assistant

Responsible to – The Directors.

Working Hours – 37.5 hours per week, 5 days per week with start and finish times to be mutually agreed.

Qualifications Required - No formal further education qualifications are required as full training will be given but you will however be expected to have achieved a minimum of at least 8 GCSE A*-C grades including maths, science and English. You will also need to:

- Have a very good attention to detail as you will be required to create detailed schedules of work using information taken from our clients drawings and so to ensure that our quotations are accurate and in accordance with our clients requirements, the drawings must be interpreted accurately
- Be confident in using computers generally although full training will be given for the specialist software that you will be using in this role
- Have a pleasant and confident telephone manner when speaking to our suppliers and subcontractors to obtain quotations etc.
- Have the ability to work to tight deadlines

Experience Required – No previous experience is required as full training will be given however the following would be advantageous:

- A good working knowledge of all Microsoft office programmes, particularly MS Excel
- Basic knowledge of MS Outlook for e-mail

JOB SUMMARY

Our contracts are typically on large public, commercial, industrial and housing sites geographically spread throughout South Wales and South West England. We do not generally undertake any domestic garden contracts for private individuals. Our landscape construction contracts are typically associated with new commercial buildings, schools, hospitals, roads or reclamation sites, or they involve carrying out environmental improvements to established town centres, residential or industrial areas. In addition to maintaining schemes that we have put in place our grounds maintenance teams are responsible for maintaining a large number of established housing association properties that range from small sheltered housing complexes for elderly persons through to housing estates exceeding 400 units. Our sports projects are often associated with schools or public parks.

The overall nature of the works that the company undertakes can be summarised as follows:

- Hard Landscape Works - Involving undertaking minor demolition works, constructing stone or brick walls, retaining structures, laying kerbs, timber edgings, paviers, setts, slabs, stone paths, macadam and resin bound/bonded surfacings etc., the erection of street furniture and play equipment, fencing etc.
- Soft Landscape Works - Involving the cultivation and preparation of ground for turfing, seeding or planting; taking delivery, storage and planting of trees, shrubs and ground cover plants; mulching planted areas with bark, mushroom compost peat or similar materials; undertaking turfing and seeding works.
- Sports Works - Involving the construction of traditional grass playing fields as well as floodlit porous tarmac all weather multi-sport facilities and tennis courts.
- Grounds Maintenance Works - Involving grass cutting, strimming, litter picking and sweeping up as well as maintaining planted areas weed free through hand weeding and the use of herbicides.
- Play Areas - Involving the installation of play equipment together with the associated safety surfacing, paving and fencing works.

In your position as Trainee Estimating Assistant you will be responsible for assisting the managers/directors to compile formal tenders/quotations for new works and this will primarily involve taking information from drawings that have been provided to us and using this information to compile detailed schedules of works prior to then obtaining supplier and subcontractor quotations for the work required.

KEY TASKS

Key tasks will include:

- Entering tender/quotation enquiries upon receipt onto our database and scanning in/saving electronic copies and all such information into our IT system.
- Printing off drawings, specifications and other such information from e-mail enquiries.
- Taking information from drawings, (including measuring/calculating areas with specialist software) and specifications and using this to create a schedule of works (which lists all of the work items that the project will require) for the estimator to then use as the basis for our tender/quotation.
- Contacting suppliers and subcontractors to obtain quotations (via phone or e-mail) and completing supplier price comparisons using MS Excel spreadsheets.
- Maintaining our estimating software library with up to date information.
- Looking up product information and finding new suppliers and subcontractors using the internet
- Following up on tenders/quotations that we have submitted to establish who the successful main contractor is and where possible, to gain some feedback as to which areas of our quote we were least competitive on when our tender/quotation is unsuccessful.

REMUNERATION

Wage - We offer a basic starting wage of:

- £7.50/ hour if you are 18 years old
- £8.00/ hour if you are 19 years old
- £8.50/ hour if you are 20 years old
- £9.00/hour if you are 21 years old or over

Wage rates are reviewed annually and you will also be entitled to an enhanced rate of pay when you are experienced and fully trained which we anticipate will be after approximately 12 months service.

Holidays - The holiday year runs from the 1st of January to the 31st of December. In the case of a normal working week of five days, the entitlement to annual holiday relating to each holiday year, which is given as well as eight Bank/Public holidays, is 21 days, increasing by 1 day from the holiday year following completion of 10 years' continuous employment and then by a further 1 day from the holiday year following completion of 15 years' continuous employment to a maximum of 23 days from the holiday year following the completion of 15 years' continuous employment. The entitlement to annual holiday will be reduced pro rata for employees whose normal working week is less than five days.

Employees who join the Company during a holiday year will, until the beginning of the next holiday year, be given an entitlement to holiday calculated pro rata to the entitlement to annual holiday according to the proportion of their first holiday year in which they are employed by the Company.

Accident Benefit Scheme - After you have been employed for a period of 6 months you would be entitled to join the Accident Benefit Scheme at the company's discretion. The scheme provides for up to 2 years pay should you suffer an accident either at or away from work after an initial qualifying period of 3 days.

Pension – If you are aged between 22 and the State Pension age, you will be eligible to join the company pension scheme to which we will make a 3% contribution. The scheme includes access to an independent financial advisor for regular investment reviews to help you to ensure that your pension funds are invested wisely to maximise your investment returns.