

Experienced Landscape Estimator

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 – Estimator

Responsible to – The Directors.

Responsible for – Estimating Assistant

Working Hours – Flexible and commensurate with achieving results.

Qualifications required - The successful applicant is likely to hold a relevant recognised qualification, i.e. Diploma or Higher National Diploma or degree in horticulture, civil engineering or related studies. Applicants will be considered if they can demonstrate that they have gained suitable practical experience in lieu of academic qualifications. A current full driving licence is essential and ideally the successful applicant will also hold a CSCS card:

Experience Required – It is envisaged that the successful applicant will have a minimum of 36 months experience working in an estimating role ideally for a commercial landscape contractor pricing a wide range of both hard and soft landscaping works with values ranging from approximately £10,000 to £1,000,000. As this is a quite specialist requirement however, we also encourage applicants whose primary experience is in groundwork/minor civil engineering estimating as training can be given in respect of the soft landscape side of the business. Although we also undertake grounds maintenance works it is not essential that you have experience in pricing such works as we have others within the organisation who can fulfil this role. It would be advantageous if you have experience in using estimating software, but full training will be given in the specialist estimating software that we use.

The successful applicant will also need to have good literacy, and computer skills as you will be required to use the full suite of Microsoft Office software. You will also need to be able to demonstrate the following key skills:

- 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 compiled in accordance with our clients requirements, the drawings and associated information provided must be interpreted accurately
- The ability to work to tight deadlines and to co-ordinate the efforts of your assistant to ensure that deadlines are met
- Excellent communication and negotiation skills and the ability to liaise with clients, suppliers, subcontractors and staff within the organisation at all levels
- Excellent technical knowledge in both hard and ideally soft landscaping although our specialist software will provide you with comprehensive library information to assist you with pricing up soft landscape works
- A strong commercial awareness

JOB SUMMARY

We are an award winning privately owned regional landscape business specialising in all aspects of commercial landscaping. We pride ourselves on the quality of the services that we provide. We have been a full member of BALI since 1996 and we hold ISO:9001:2008 and 14001:2004 accreditations.

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, housing and associated infrastructure and roads etc., 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 commercial, retail and residential 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 our Estimator, working with an assistant and in liaison with our directors and contracts management staff you will be responsible for compiling formal tenders/quotations for new works which usually requires us to put together our own schedule of works taking information from drawings/specifications that have been provided to us. We use estimating software which is widely used within the construction industry, but our software has been heavily customised to suit our needs as a specialist construction subcontractor.

KEY TASKS

Key tasks with support from your Estimating Assistant will include:

- Ensuring that we are aware of opportunities for new projects that are advertised on-line for example through the Sell2Wales portal
- Undertaking pre-tender site inspections and on occasions attending pre-tender and pre-contract interviews
- Ensuring that all tender/quotation enquiries are entered upon receipt onto our database and that all information provided is saved to 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 information to create a Schedule of Works where a Schedule of Works/Bill of Quantities has not been provided to us.
- Contacting suppliers and specialist subcontractors to obtain quotations as necessary and completing supplier/subcontractor price comparisons using MS Excel.
- Compiling our tender/quotation using our estimating software and applying mark-up etc. after reviewing our current commercial considerations with the directors.
- Maintaining our estimating software library with up to date information.
- 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 for our future reference.

You will also be expected to contribute to the wider management of the business through regular informal discussion sessions and participation at quarterly staff meetings and through undertaking staff appraisals with your assistant.

REMUNERATION

Salary - We believe in rewarding individuals in line with the contribution that they are making to the success of our business. After considering your qualifications and experience, we will offer a salary that is in line with the top rates that the industry offers. Your salary will then be subject to annual review each January.

Vehicle - It is a requirement of the position that you hold a current full driving licence and that you own and maintain your own suitable car which is insured for business use. Mileage will be reimbursed at the rate of 45p per mile travelled on business use for the first 10,000 miles travelled in the tax year and 25p for every additional mile or at such other tax free rate that may in the future be set by HM Revenue & Customs.

Bonus - You will be entitled to an annual discretionary bonus based on an assessment of the contribution that you have made to the financial success of the business.

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 –You will be eligible to join the company pension scheme to which we will make a 5% 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.