

TECHNICIAN ENGINEER (ESTIMATING)

Reference No.	1195.01	Type	Individual
Service	Asset, Transportation and Environmental		
Job Family	Para Professional 5	Grade	FC7

Purpose
Lead on and carry out the full range of pre and post contract estimating/surveying duties associated with major, minor and maintenance projects including direct liaison with internal and external contacts regarding the pricing and delivery of projects to industry standard (civil engineering) contract models and arrangements.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking analytical first principles estimating of labour, plant and materials for roads and lighting activities including planned maintenance, minor works and large stand-alone contracts liaising directly with clients at all stages of project delivery from concept to completion.	<p>Educated to SCQF level 8 which includes HND or SVQ Level 4 in relevant area</p> <p>Educated to SCQF level 9 which includes a Degree or equivalent in a relevant subject area</p>	✓	✓
Interpreting, analysing, measuring and evaluating client requirements from verbal, written and formal instructions, including design briefs, bills of quantities, drawings, specifications, standards, variation orders and site instructions ensuring all estimates/tenders are prepared in accordance with relevant Conditions of Contract (e.g. NEC3/ICE/FCEC) and Methods of Measurement (e.g. MMHW).	<p>Estimating /Quantity Surveying Experience</p> <p>Civil Engineering/Construction Industry Experience</p> <p>Technical experience e.g. specifications, drawings, standards (Focus on customers – See ‘How We Work Matters’ Framework)</p> <p>Knowledge/Experience of Civil Engineering Methods of Measurement and Conditions of Contract</p>	✓ ✓ ✓ ✓	

Role Profile

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Undertaking post contract analysis of completed works (including analysis of financial performance of similar work activities across all operational areas) for effectiveness of item rates amending rate build ups, production outputs, overhead recoveries.	Highway Maintenance Knowledge/Experience Experience of commercial operations/activities Analytical skills Numeracy and literary skills Problem solving skills (Deliver results)	✓ ✓ ✓ ✓ ✓	
Managing and co-ordinating the procurement of all sub-contracts relating to Roads Operations activities from preparation and issue of all tender and contract material, through to evaluation of submitted tenders and rates to the physical/onsite re-measurement of completed works and subsequent authorisation of contractor payments. Ensuring all arrangements are in place for the award and effective monitoring of sub-contracts including contractor performance including the monitoring of spend against budget and that all goods and services are supplied to the required specifications and standards instigating remedial actions where required.	Contract Management experience (Take ownership) Knowledge/Experience of CDM Regulations Experience of working with external parties Health & Safety Qualification (e.g. IOSH/CITB)	✓ ✓ ✓ ✓	
Managing and co-ordinating term contracts/tenders supplies and services relating to Roads Operations activities including researching options, determining contract strategies, setting forward work plans, preparing and issuing of documentation including technical specifications and contract conditions and evaluation of returned submissions prior to contract award.	Experience of preparing contract strategies and specifications Knowledge of procurement policies and procedures Experience of procurement/tendering process Communication skills	✓ ✓ ✓ ✓	

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Contributing directly to the Roads Operations budget setting/trading account process, monitoring and reporting spend against budgets over a range of specific areas including leading on benchmarking process to determine value for money including proposals to maintain/improve Roads Operations competitiveness.	Experience of trading accounts Budgetary skills Experience/knowledge of benchmarking principles and concepts	✓ ✓ ✓	
Co-ordinating and supervising employees ensuring they have the necessary support and guidance to deliver on objectives including scheduling/allocating workload, advising, mentoring and managing individual performance to ensure all work is delivered to the required quality to meet the required timescales and including implementation of the Council HR policies and procedures.	Supervisory/mentoring experience Knowledge of HR Policies and Procedures Organisational skills Local Authority experience	✓ ✓ ✓	✓
Undertaking the lead role in using and developing bespoke estimating software package liaising directly with software supplier to ensure system fully meets the needs of Roads Operations estimating function.	Ability to confidently use IT applications, showing ability to use packages effectively (Embrace technology and information)	✓	
Prioritising own workload in accordance with Service/Team plans and priorities and contribute to/assisting in the delivery of Team Plan objectives balancing competing demands and priorities.	Time management skills Ability to use own initiative Team working skills (Work together) Ability to work without supervision Ability to manage conflicting demands	✓ ✓ ✓ ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results