

## JOB DESCRIPTION

<b>POST TITLE:</b>	Estimator/Quantity Surveyor
<b>DIVISION/UNIT:</b>	Estimating Services
<b>GRADE:</b>	9
<b>RESPONSIBLE TO:</b>	Estimating Services Manager
<b>RESPONSIBLE FOR:</b>	N/A

### Job Purpose

To apply specialist knowledge and understanding to estimating, quantity surveying and performance monitoring functions within the Estimating Services Unit, which provides a comprehensive tendering service to the Construction Division.

### Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Assist in the maintenance and operation of effective, efficient estimating and tendering systems which satisfy the requirements of Tayside Contracts (TC) and all TC clients.
5. Prepare estimates, tender reports, pricing and submission of tenders.
6. Prepare bills of quantities, taken from both site measurements and contract drawings.
7. Hold discussions with clients on tendered rates to secure work for the Construction Division.
8. Contribute to the development of all computer based and manual systems necessary to enable the functions of the section to be undertaken in accordance with Unit policy, including setting up and maintaining job files, provision of operational and planning information etc.
9. Utilise the cost monitoring system to produce accurate statistics regarding job profitability; and help operate and monitor 'best practice' procedures in conjunction with Operations' staff.
10. Ensure compliance with all TC Construction Division policies and procedures, particularly the Financial Regulations up to the designated authority level, and obtain best value sub-contract services for works tenders and subsequent letting of sub-contracts.
11. Assist in the operation of the Construction Division Sub-contractor approval system.

- 12. Liaise when required with clients and other relevant units within the Construction Division.
- 13. Provide support to Operations Staff in relation to the planning, organising and method of carrying out jobs, as required.
- 14. Provide support and information to Construction Division operational managers in relation to the business improvement process as necessary.
- 15. Contribute to the development of the annual Estimating Services Service Plan.

**NOTE**

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	1	4	4	4	1	1	4	4	4	3	5