

TITLE: POSITION DESCRIPTION

Job Title:	<i>Civil Estimator</i>
Current Incumbent:	<i>Vacant</i>
Division / Location:	<i>Estimating, Wallsend</i>
Reports To:	<i>Estimating Manager</i>

POSITION OBJECTIVE:

To provide timely and accurate tendering, estimating and pre-project planning service to the group. Core work includes earthworks, road and bridge work and subdivisions.

NATURE AND SCOPE:

This is one of multiple positions reporting to the Estimating Manager. There are no positions reporting to the Civil Estimator

SAFETY RESPONSIBILITIES:

In accordance with OH&S Legislation you are required to:

- *Co-operate with Daracon Group Procedures and Programs to ensure your own health and safety and the health and safety of others in the workplace.*
- *Promote Daracon Group safety objectives and values*
- *Immediately report any unsafe condition, hazard, incidents or injury to the Supervisor*
- *Actively participate in all aspects of OHS.*

PRINCIPAL ACCOUNTABILITIES:

- *Achieve business objectives by preparing well documented, accurate and timely estimates.*
- *Develop and enhance the organisation's estimating databases including supplier contact list.*
- *Improve the quality of estimating by implementing new or refined processes and techniques.*
- *Ensure a consistent approach to estimating by use of standard databases, templates and filing systems.*
- *Achieve agreed estimating performance indicators and deliver a number of concurrent tenders and estimates by effectively managing time and resources.*
- *Co-ordinate resources including survey and the take off of quantities*
- *Produce competitive engineering works estimates and tenders from first principles*

QUALIFICATIONS AND EXPERIENCE:Qualification/education required:

- Tertiary qualifications in Civil Engineering or Surveying

Experience required:

- At least 5 years estimating experience in the civil engineering industry
- Demonstrated ability to read and interpret contractual documents, specifications and drawings
- Wide experience in project planning, estimating and resource scheduling for civil engineering works
- Knowledge of and experience in contract tendering procedures
- Practical knowledge of OHS&R, IR, Environmental responsibilities and Quality Management principles

Certificates, licences, registrations required:

Class C Drivers Licence

Specialist training required:

- Pronamics Software
- Track Safety Awareness

Aptitude and skills required:

- A1- accuracy
- Effective communication, problem solving and negotiation skills, ability to work as a team player
- High level of time management skills including flexibility in work hours to accommodate peak estimating demands

This position description should be reviewed within 12 months from the date listed on this form. This position description has been reviewed and agreed.			
Managers Signature		Date	
Positions Holder's Signature		Date	