

Job Description Form

Location:	Kilpatrick Blane Services, 18 Crawford St, Greenock, PA15 1LJ
Job Title:	Estimator
Type of Position:	Full or part-time will be considered
Reports To (Title):	Managing Director
Direct Report:	None
Issue Number:	1
Effective Date:	ASAP

JOB SUMMARY

As part of its continued growth, Kilpatrick Blane Services is recruiting an Estimator.

As part of the office team, this role will be responsible for estimating the costs of our smoke and natural ventilation projects in terms of the labour, equipment and materials required. You will work cross-functionally to assist the sales team with enquiries and the Senior Engineer and Operations Team Lead with project planning.

KEY RESPONSIBILITIES

Key areas of responsibility comprise:

Estimating duties:

- **Quote Creation:** Develop accurate and timely quotes for clients, considering project specifications, materials, labour costs, and other relevant factors.
- **Client Interaction:** Communicate effectively with clients to understand their needs, address inquiries, and follow up on quotes to secure business opportunities.
- **Solution Design:** Design appropriate smoke control solutions based on client requirements, technical specifications, and industry standards, ensuring optimal functionality and compliance.
- **Time Estimation:** Estimate the time required for on-site projects using pre-build data, historical performance metrics, and industry best practices.
- **Technical Submittals:** Prepare detailed technical submittals outlining project specifications, materials, and installation requirements to facilitate project execution.
- **Variations Management:** Manage variations in project scope, assessing design changes and cost implications to ensure profitability and client satisfaction.

- **SimPRO Management:** Set up and maintain project information in SimPRO, ensuring accurate documentation and effective communication with relevant stakeholders.
- **Critical Repairs:** Provide prompt and accurate quotes for critical repairs, addressing urgent client needs and ensuring timely resolution of issues.
- **Collaboration:** Collaborate with technical experts and other team members to validate project estimates, assess feasibility, and optimise project outcomes.
- **Process Improvement:** Identify opportunities for process improvement and optimisation to enhance profitability, efficiency, and quality throughout the estimation and project management processes.

OTHER DUTIES

Other duties will include:

- Any other activities as may reasonably be required by the line manager from time to time.

PERSON REQUIREMENTS

Essential requirements:

- **Experience:** Previous experience (min 2 years) as an estimator, preferably in the construction or alarm system industry, with a strong understanding of project estimation principles and practices.
- **Analytical Skills:** Proficiency in spreadsheet software (e.g., Microsoft Excel) and estimating tools, with the ability to analyse data, assess project requirements, and develop accurate cost estimates.
- **Attention to Detail:** Exceptional attention to detail and accuracy in all aspects of work, with a keen eye for identifying potential risks, discrepancies, and opportunities for improvement.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to articulate complex technical information clearly and concisely to clients, colleagues, and stakeholders.
- **Organisational Skills:** Ability to work effectively in a busy office environment, managing multiple tasks and deadlines while maintaining a high level of professionalism and productivity.
- **Collaborative Attitude:** Willingness to collaborate with technical experts, project managers, and other team members to achieve project objectives and drive continuous improvement.

Desirable requirements:

- Experience using simPRO
- Clear working knowledge of smoke vent systems and relevant legislation

WORKING CONDITIONS & PHYSICAL DEMANDS

This role will be based from our office in Greenock with occasional visits to our customer sites. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.