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| **JOB TITLE:** | Senior Estimator  |
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| Location: |  |  | Date: |  |
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| Reports to: |  |
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| Purpose: | To assess and analyse project requirements to provide accurate and competitive cost estimates. |
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| **ROLE SUMMARY:** |
| Having started providing electrotechnology services in 1936, McKay is a historic New Zealand electrical company with a depth of experience in providing end to end electrical solutions for a wide range of industries and sectors. McKay is the parent brand and has acquired and started a range of companies under the McKay Group name in order to serve all electrical needs. As a Senior Estimator at McKay Electrical Ltd., you will play a crucial role in our organisation by assessing and analysing project requirements with a view to providing accurate and competitive cost estimates. You will be heavily involved in the pre-construction phase, collaborating with project managers, engineers, and clients to ensure the successful execution of electrical projects. Your expertise will contribute to the overall profitability and success of the organisation. |

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| RESPONSIBILITIES:  |

1. **Project Assessment:**
	* Review and analyse project specifications, drawings, and other documents to understand the scope and requirements.
	* Conduct site visits and collaborate with project stakeholders to gather relevant information for accurate estimations.
2. **Cost Estimation:**
	* Prepare detailed and accurate cost estimates for electrical projects, including materials, labour, equipment, and overhead costs.
	* Utilise industry-specific software and tools to enhance the accuracy and efficiency of the estimation process.
	* Stay updated on market trends, pricing, and industry developments to ensure competitiveness.
3. **Bid Preparation:**
	* Develop comprehensive bid proposals, ensuring compliance with project specifications and client requirements.
	* Collaborate with the business development team to prepare persuasive proposals that highlight the company's strengths and capabilities.
4. **Risk Assessment:**
	* Identify potential risks and uncertainties associated with project execution and incorporate contingency plans into cost estimates.
	* Work closely with project managers and other stakeholders to assess and mitigate risks during the pre-construction phase.
5. **Collaboration:**
	* Liaise with internal teams, subcontractors, suppliers, and clients to gather information and ensure accurate estimation.
	* Foster positive relationships with key stakeholders and participate in pre-bid meetings and negotiations.
6. **Value Engineering:**
	* Evaluate alternative materials and methods to optimise project costs without compromising quality or safety.
	* Provide value engineering suggestions to enhance the overall value proposition for clients.
7. **Documentation and Reporting:**
	* Maintain detailed records of project estimates, assumptions, and methodologies.
	* Generate regular reports for management, highlighting key cost drivers, potential risks, and opportunities.
8. **Continuous Improvement:**
	* Stay abreast of industry best practices and advancements in estimating techniques.
	* Provide feedback to enhance internal processes and contribute to the continuous improvement of the estimating department.

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| QUALIFICATIONS & KNOWLEDGE:  |

* Bachelor's degree in electrical engineering, construction management, or a related field (or equivalent work experience).
* Proven experience as an electrical estimator or in a similar role within the electrical industry.

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| ROLE PROFILE:  |

As a Senior Estimator at McKay Electrical Ltd., you must hold the following capabilities;

* Strong understanding of electrical systems, codes, and standards.
* Proficiency in estimation software and Microsoft Office Suite.
* Excellent analytical and mathematical skills.
* Effective communication and negotiation skills.
* Ability to work independently and as part of a collaborative team.

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| McKay GUIDING VALUES: |



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| **REVIEWED BY:** |  |  | **DATE:** |  |
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| **Last updated by:** | People and Culture |  | **Date/Time:** | Nov 23 |