

JOB TITLE: ESTIMATOR

| ROLES AND RESPONSIBILITY | DAILY ACTIVITIES |
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| <p>The role of the estimator in the construction industry is to calculate tenders, analyse costs of and prepare estimates on civil engineering, architectural, structural, electrical and mechanical construction projects for the employer that ensure an adequate return on the resources employed.</p> <p>In usual contractual arrangements, the estimator prepares tender prices from the architect's drawings and the bill of quantities supplied by the client.</p> <p>They are employed by residential, commercial and industrial construction companies and major electrical, mechanical and trade contractors or they may be self-employed.</p> | <p>Typical work activities include:</p> <ul style="list-style-type: none"> • detailing all the materials necessary for the contract to achieve specification; • estimating the cost of plant and equipment; • working with the planning engineer - a prediction of the likely progress and completion rate of the project must be calculated, bearing in mind bonus payments and sub-contractual arrangements; • calculating a final figure for the estimated cost, supplemented by adjustments for overheads and profit, and presenting a tender price; • (as and when contracts are won) monitoring and storing costs through the use of computers to improve the accuracy of future pricing - this is primarily a head office function and is sometimes integrated with the quantity surveying activities. • Prepare estimates of probable costs of materials, labour and equipment for construction projects based on contract bids, quotations, schematic drawings and specifications • Advise on tendering procedures, examine and analyse tenders, recommend tender awards and conduct negotiations • Establish and maintain tendering process and set up cost monitoring and reporting systems and procedures • Prepare cost and expenditure statements and forecasts at regular intervals for the duration of a project • Prepare and maintain a directory of suppliers, contractors and subcontractors • Liaise, consult and communicate with engineers, architects, owners, contractors and subcontractors, and prepare economic feasibility studies on changes and adjustments to cost estimates • Manage and co-ordinate construction projects and prepares construction progress schedules. |
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| QUALIFICATION PRE-REQUISITE | CAREER DEVELOPMENT |
| <p>In the construction industry, employers increasingly prefer individuals with a degree in building science, construction management, or construction science, all of which usually include several courses in cost estimating.</p> <p>Most construction estimators also have considerable construction experience, gained through work in the industry.</p> | <p>Progression to more senior positions in this career, such as senior estimator or to construction management positions is possible with experience and additional academic qualifications.</p> <p>Promotion can lead to the following positions:</p> <ul style="list-style-type: none"> • chief estimator – construction • construction estimator |

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| <p>Applicants with a thorough knowledge of construction materials, costs, and procedures in areas ranging from heavy construction to electrical work, plumbing systems, or masonry work have a competitive edge.</p> | <ul style="list-style-type: none"> • cost estimator – construction • principal estimator – construction • professional quantity surveyor • quantity surveyor – construction |
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| <p>PERSONAL REQUIREMENTS</p> <p>The following important qualities are required:</p> <ul style="list-style-type: none"> • Broad general understanding of current construction practices, methods, and materials. • Knowledge of techniques for construction scheduling. • Knowledge of construction site administration. • Excellent interpersonal communications skills. • Basic writing and computer skills. • Initiative; • Enthusiasm; • Commitment; |  | <p>CHALLENGES</p> <p>An Estimator often analyses bids made by subcontractors. Also during the takeoff process, the estimator must make decisions concerning equipment needs, the sequence of operations, the size of the crew required, and physical constraints at the site. Allowances for wasted materials, inclement weather, shipping delays, and other factors that may increase costs also must be incorporated in the estimate.</p> |
| <p>JOB SATISFACTION</p> <p>Estimators achieve great job satisfaction when tenders are successful, although inevitably it can be disappointing when contracts are awarded to competitors.</p> | <p>ADVICE FOR JOB SEEKERS</p> <p>The career you choose must be one that you will enjoy and be satisfied. Get a tertiary education be it anything. Mathematics is a must. We are working with mathematics every day. Live life to the fullest.</p> | |
|  | <p>WORKING ENVIRONMENT</p> <p>Estimating is predominantly office-based, but definitely not a nine to five job, owing to having to meet demanding deadlines. Travel to client's premises may be required.</p> <p>Although estimators spend most of their time in a comfortable office, construction estimators also visit worksites that can be dusty, dirty, and occasionally hazardous. Likewise, estimators in manufacturing spend time on the factory floor, where it also can be noisy and dirty. In some industries, frequent travel between a firm's headquarters and its subsidiaries or subcontractors may be required.</p> | |
| <p>EDUCATION AND TRAINING</p> <ul style="list-style-type: none"> • An recognised Business or Financial related qualification; • Knowledge of cost accounting, supplies and purchasing methods; • Experience in sales or customer service. | <p>LENGTH OF STUDY</p> <p>An Estimator will after obtaining a recognised business qualification require an additional 5+ years experience in working on multiple projects as well as obtaining knowledge of various contracts i.e. FEDIC, NEC etc.</p> | |