

JOB DESCRIPTION – ESTIMATOR

Job Title	T&M Estimator
Date Reviewed	Sept 2022
Responsible To	Diesel Operations Manager
Responsible For	None
Location	Kent

Business Profile

AVK are the UK's leading provider of critical power systems and maintenance that guarantee reliable power. For over 30 years we've been supplying UPS systems, standby diesel generators and more recently Battery Storage and Gas Generation solutions providing our clients with reliable back-up power schemes for their mission critical services & systems.

We are trusted by many of the UK's largest Data Centre operators, Finance & Banking providers, and Telecommunications companies to design, install and maintain 100% power integrity by providing diesel/gas generators, uninterruptible power systems, battery storage, switchgear, protection relays and turnkey solutions.

AVK specialise in all aspects of the design, planning, implementation, and on-going maintenance of critical power systems. We provide solutions for standard or large-scale bespoke applications, covering all project sizes from £1k up to £30m. Our extensive and growing client base reflects our highly regarded reputation for both quality and service.

Overview

This role has responsibility for defining and delivering work scopes, quotations, and pricing to achieve the high standards our customers expect.

The role is responsible for an effective and accurate pricing process in conjunction with the service teams to ensure target margins are achieved.

Occasional travel to client's sites and our Head Office in Berkshire may be required.

Responsibilities

1	Analyse engineer reports to develop quotations that are subsequently passed to controllers or sent directly to clients.
2	Research of parts, materials, consumables, equipment, and labour costs to ensure criteria to deliver works are accurate and meet client expectations.
3	Prepare and distribute enquiries to sub-contractors and manufacturers as required to ensure accuracy or work tasks.
4	Sourcing of suppliers to ensure a readily available supply for works.
5	Follow up of quotations with clients to ensure POs are received in a timely manner.
6	Annual review of parts, materials, and consumable prices to ensure accuracy of quotes.
7	Ensure target margins are delivered through regular reviews.
8	Liaise with engineers to ensure accurate scope works prior to pricing.
9	Maintain technical library and folders to ensure accuracy of information.
10	Building of job packs for handover over to controllers.
11	Development of RAMS documents for job packs.
12	Develop reactive quotations for emergency works.
13	Identify and report on risks and opportunities.
14	Ensure all quotations consider Health & Safety legislation in addition to adhering to all AVK policies and procedures
15	Support the service team in client meetings, ensuring all expectations are accurately actioned.
16	Stay abreast of government legislation, service bulletins & manufacturers recommendations
17	Assisting with lifecycle planning

Person specification

Key skills and knowledge	Desired/Essential
Experience of estimating M&E contracts.	Desired
Understanding of mechanical and electrical products.	Desired

Previous experience with diesel generators. (MTU, SDMO, Perkins, CAT).	Desired
Experience of producing quotation and tender documentation with supporting cost information.	Essential
Good communication and client facing skills	Essential
Good analytical and numeracy skills	Essential
Attention to detail, problem solving and negotiating skills	Essential
Teamwork, relationship building	Essential

I accept the job description for the position of **Estimator** and agree with all items listed. I further accept that I may be asked to undertake duties and actions not contained in this job description to ensure the continued success of the business.

Signed

Date

Name