

Estimator and Surveyor – Traffic Signals

Reports to: **Service Manager**

Direct reports: **None**

Evaluation: **[546] points**

Grade: **N8**

Reference: **EE711**

Purpose

To support the operations and functions of the estimating and surveying section to ensure that estimates, tenders, design requests, measurement of works and final accounts are prepared and processed accordingly to designated deadlines.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. Preparation and processing of interim valuations/final accounts incorporating all requisite works measurement/capture of variations and assisting in the preparation and processing of contractual claims.
2. Preparation of analytical estimates and tenders and maintenance of all related records and documentation to designated deadlines.
3. Management of sub-contract accounts, including process, reconciliation, authorisation for payment and the maintenance of all related records and documentation.
4. Assist with contracts programming, including labour, plant and material resource scheduling/analysis for production control purposes, feasibility studies and guidance on contract preliminaries and particulars.

5. Carry out project design for the construction of environmental improvement schemes, play areas, sport facilities and associated projects; including quality control, setting out and “Planning Supervisor” functions during construction phase.
6. To control all facets of cost, budgetary, tender/estimate and valuation analysis and the preparation of reports and findings.
7. Responsible for performance management of allocated schemes, production of data and reports, productions of contractual documents, letters and associated correspondence, advise on best practice to maximise efficiency and effectiveness.
8. Utilise estimating and surveying equipment to support the operations and function of the section.
9. To promote and implement the Council’s Equality Policy in all aspects of employment and service delivery.
10. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council’s policies and procedures.
11. To promote and implement our Equality policy in all aspects of your employment.
12. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.