



KENSA CONTRACTING LIMITED

JOB DESCRIPTION

Job Title: Estimator

Workbase: Bishops Court Gardens, Bishop Court Lane, Clyst St Mary Exeter EX5 1DH

Normal working hours: Full time 9 to 5 Monday to Friday

Responsible to: Estimator/Bid Writer

Responsible for: Nil

Environment:

In line with our rapid yet sustainable growth, Kensa Contracting – the dynamic contracting arm of the Kensa Group – is now inviting applications for an Estimator

Established in 1999 Kensa is the specialist supplier and manufacturer of ground source heat pumps systems. Kensa supplies its products and services to a wide range of customers including self-builders, installers, house builders, social landlords and other commercial clients.

Kensa also advise many Government Departments and leading companies on the use and suitability of heat pumps in different applications and have become well known within the market for their honest and straightforward advice.

Kensa Contracting Ltd, part of the Kensa Group was established in 2012. The company does largescale Ground Source Heat Pump installations in commercial and residential buildings.

The Kensa Group operates over two main sites one in Cornwall and one in Exeter. There are also a number of employees working more remotely across England. In your role you may be required to work across all Kensa work sites in line with the scope of your role.

Main Purpose of Job:

To provide estimates and quotation for the supply and installation of ground source heat pumps for both new build and existing properties. To assess the thermal characteristics of properties where ground source heat pump installations are proposed. Gather construction data via plans, SAP/EPC data and on line mapping. Use this information to carry out room by room heat loss calculations and initial desk based assessments of geology for the suitability of ground source heat pump installation using specialist software based on the assessment of the project, this will include calculations for grant funding available in the form of RHI and ECO.

Schedule 1 to Statement of Employment Particulars

The post-holder will provide assistance with compiling data and bid writing for tender opportunities. Using existing templates to assist sales team with developing comprehensive responses to specific tender requirements and contributing to completion of quality submission documents.

Functional links with:

Suppliers, architects, social housing landlords, construction companies, colleagues, end-users, customers, distributors, business contacts, and installers.

Duties and Responsibilities.

1. To gather construction information about existing or planned properties using a variety of resources including architects plans, engaging with clients on line mapping, EPC register and project research;
2. To engage in initial conversations with clients and internal design meetings, ensuring follow-up actions are taken and full information is recorded;
3. To interrogate drawings showing construction details including floor plans, layouts of heating and hot water infrastructure, site access, proposed heat pump locations and proposed borehole locations;
4. Gather as much information about the property as possible and make the best estimate of heat loss possible with the information provided, this may include undertaking heat loss calculation;
5. Development of project specific 'scope of work' using templated provided
6. Enter data gathered into estimating spreadsheet to develop project specific pricing and initial business case for the project. Make estimates of costs of all elements required to complete the project to the required scope.
7. To provide summary heat loads, and borehole depth to the sales team and sub-contractors for pricing purposes;
8. To assist sales staff with preparation of quotations for clients;
9. To update quotations once detailed design and sub-contractor quotes are complete to confirm project viability and cross check the assumptions made at initial pricing;
10. To review and maintain the estimating database and make recommendations for improvements to increase competitiveness;
11. To help to ensure that the format of quotes is in line with MCS requirements;
12. To support the sales team and client with pre-order technical information and guidance;
13. To work cooperatively and provide support as required for all companies in the Kensa Group.
14. To undertake training and assist in training other member of staff as required.

Schedule 1 to Statement of Employment Particulars

15. To be a positive ambassador of Kensa at all times.
16. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.
17. To work at all times in accordance with the company's Dignity & Diversity Policy.
18. To undertake such other duties as may be required within the general scope of the job.

Key Behaviours and Skills

1. To build and maintain a comprehensive knowledge of Kensa products and keep updated with changes in product design and application;
2. Thorough and methodical approach to gathering data from various sources;
3. Excellent knowledge of Excel, working confidently with various spreadsheets and undertaking data entry;
4. Ability to manipulate data and integrate utilising formulas;
5. Be reliable, punctual and structure individual schedule to meet deadlines;
6. Good communication skills;

Package and Benefits

- Annual salary of £20,000 – £25,000 depending on qualifications and experience.
- 28 days holiday (including Bank Holidays), rising progressively to 33 days after 5 years' service.

Other

This job description may be subject to change, in consultation with the post-holder, in response to new circumstances.