

POSITION TITLE: Senior Estimator

POSITION ENVIRONMENT:

- **BUSINESS UNIT** Sales & Proposals Australia
- **POSITION REPORTS TO** Head of Proposals
- **RELATIONSHIPS to this position**

Internal: GM Sales, Bid Manager/Lead, Application Engineers, Estimators, Sales and Tender Coordinator, Regional Sales and BD Managers, downstream department representatives.
External: Vendors, Sub-contractors, Client's Representatives

TYPE OF EMPLOYMENT: Full Time

FINANCIAL AUTHORITY: Total order value up to: Nil

ESSENTIAL DUTIES & RESPONSIBILITIES

Development of accurate detailed cost estimates for water treatment plant projects using internally developed estimation tools by working internally with others in Sales & Proposals team and downstream department bid team representatives (Projects, Engineering, Operations), and externally with suppliers and subcontractors.

Fields of estimation will vary between projects but will span mechanical equipment (pumps, valves, vessels, membranes, package plants, etc.), process automation (PLC, HMI, Instrumentation, etc) and electrical systems (MCC, VFD). Furthermore, estimation of metal fabrication of process equipment skids, inter-connecting pipework (metal and non-metal), electrical and controls cabling with supports. Finally, resource allocations for project engineering and project delivery management.

Function	Task description
Cost Estimations for Budget and Firm Price Proposals	<ul style="list-style-type: none"> ▪ Deliver work assigned in line with the specific project's Bid Plan, and in general, as per the Tender Development and Bid Approval Procedure. ▪ Develop detailed understanding of project requirements by: <ul style="list-style-type: none"> ○ Participating in internal Bid Plan review meetings and implementing agreed strategies and Project Execution Plan for Bid estimation ○ Reviewing customer provided documentation – pricing requests and specifications ○ Reviewing internally developed 'for bid' engineering documentation (PFDs, P&IDs, GAs, Equipment Datasheets and Lists, Project Delivery Schedule, etc.) ▪ Develop Procurement strategy engaging with key stakeholders. ▪ Develop and issue to suppliers and subcontractors Requests for Quotation (RFQs) and review vendors quotes for completeness and compliance to the project specifications.



Function	Task description
	<ul style="list-style-type: none"> Proactive engagement with suppliers/subcontractors to ensure quotes are received in time and to clarify requirements, identify scope gaps, review and evaluate their proposals for completeness to the required scope. Develop and issue to internal suppliers (Projects, Engineering, Operations) package of project information as required for their preparation of respective resourcing plans and costs. Show creativity and resourcefulness to gain better pricing from suppliers and subcontractors, as well as competitive estimates from internal suppliers for Project Management, Project Engineering, and O&M. Accurately use, populate and /or review project cost estimates using internally developed estimation tools specific to Osmoflo projects. This will include quotes received from suppliers and subcontractors, as well as estimates sourced internally (project and engineering labour cost estimates, O&M cost estimates, historical project costs, cost databases, etc). Analyse cost estimates for their impact on the overall project costs and alignment with the procurement strategy, work scheduling, cash flow projections, and risks (cost escalation, FOREX, design changes, lead time, etc.). Use own knowledge and experience to propose areas for cost minimization and/or optimization, value adding or cost saving options in order to develop the most competitive bids. Prepare for and actively participate in internal Bid Cost reviews and analyses, and project Risk Assessments, etc. Ensure 'for bid' version of Osmotion is accurately populated for all costs and the agreed final price(s) and this information is, where required, accurately represented in Pricing Tables issued by the Customer. As required, review and validate the work of other Estimators.
Bid Clarifications and Project Handover	<ul style="list-style-type: none"> Assist post-bid clarifications with customers by accurately updating the original price/cost model for any additions, deletions or new options. Understand and advise bid team of any impact these modifications may have on the original cost/price estimate, and more specifically labour and project delivery estimates, commercial (securities, insurance and warranty) and risk provisions. In preparation for the Project Handover ensure: <ul style="list-style-type: none"> final OSMOTION cost/price model is accurately updated for all post-bid clarifications and options agreed with the customer or internally, all supplier quotes are available for the handover. Participate in the project handover / kick-of meeting and ensure the project delivery team has full understanding of the basis of estimates.

Internal & External Relationships Development & Management	<ul style="list-style-type: none"> ■ Liaise with the Procurement, Fabrication and Finance Departments to ensure internal labour rates and price lists, contracted and projected, are available and always used in the estimation. ■ Maintain communication and build good relationships with suppliers and subcontractors and ensure their most up-to-date rates and price lists are available for the estimation. ■ Follow project execution to keep track of any savings/overruns/ Lessons Learned in relation to vendor selection and estimated costs, and record these for use in future project budget and firm price estimates.
Estimation Development and Maintenance	<ul style="list-style-type: none"> ■ Prepare estimates for use in selecting suppliers and subcontractors. ■ Awareness and use of company's directory of suppliers and subcontractors and their product database. ■ Maintain a database and history of rate changes to ensure valid price fluctuations. ■ Maintain cost matrix & price master by updating information on a regular basis ■ Collate/build cost databases for all project labour and components for the purpose of benchmarking, general cost analyses and quick/efficient budgeting in support of business development activities. ■ Propose and executemaintenance/development of estimation tools – Osmotion, Fabrication Estimator, Cost Databases, etc. ■ Provide, as required, induction, ongoing training and support, and mentoring of more junior estimation and proposals team members.



Function	Task description
Safety, Quality and Compliance	<ul style="list-style-type: none">▪ Encourage and foster a strong QHSE culture in the Team.▪ Ensure all activities are undertaken in a safe manner by understanding risks and hazards that may be exposed while performing your roles (safety in office, while travelling, at customer sites).▪ Ensure quality procedures directly related to the role are followed and participate in regular reviews, offering recommendations as required.▪ Participate in the application of Osmoflo's QHSE Management System and adhere to associated policies / procedures.▪ Ensure all activities are undertaken in a safe manner by understanding risks and hazards they may be exposed to in performing the role (safety in office, while travelling, at customer sites).▪ Ensure quality procedures directly related to sales (Sales Process, Tender Development and Approval, ECI Process Guidelines, Sales to Projects Handover) are followed.
Other	<ul style="list-style-type: none">▪ Fulfil other Osmoflo duties assigned that may be peripheral to the role.▪ Attend planned meetings and meet all written and other set/agreed reporting requirements.▪ Attend all nominated training and further development activities.▪ Ensure all company tools and other effects provided are properly and responsibly used and maintained.



POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none"> Diploma or Degree Qualifications in Mechanical, Electrical, Process / Chemical Engineering 	<ul style="list-style-type: none"> Knowledge/understanding of Mechanical or Electrical Engineering.
Experience / Knowledge	<ul style="list-style-type: none"> 10 years of practical estimation experience for projects involving manufacturing systems comprised of structural, mechanical and electrical/electronic equipment Experience in estimating structural supports, pipework fabrication, and electrical wiring. High proficiency in reading/reviewing engineering documentation (PFD, P&ID, Single Line Diagrams, Engineering Specifications) High proficiency in using MS Office applications, particularly Excel and MS Word. 	<ul style="list-style-type: none"> Experience with the water industry, water treatment, water treatment technologies particularly membranes Detailed design and construction experience
Skills / Abilities	<ul style="list-style-type: none"> Attention to detail and timelines Effective teamwork and communication at multiple levels Critical thinking and decision making Problem solving Ability to work effectively in a team and autonomously (when required) Read, write and communicate using English language sufficient to perform job functions Cultural awareness 	<ul style="list-style-type: none"> Other languages related to geographical areas of Osmoflo business activities – SEA, India, ME, North Asia
Licenses	<ul style="list-style-type: none"> Current driver's license 	



Managers and Supervisors

Managers have a responsibility in their areas of control to ensure:

- Risks to people, property, the environment, products, and business reputation are identified and effectively controlled.
- Promotion of a risk aware culture in through:
 - Engaging in positive and proactive risk discussions with the workforce and our customers
 - Effective consultation, communication, and collaboration
 - Leading by example
 - Participation in the audit, inspection, and observation programs
 - Follow up and provide feedback on reported incidents, hazards, near misses, quality issues and suggestions for improvement.
- The workforce is competent for the tasks they undertake.
- Implementation of and compliance with the Osmoflo Integrated Management Systems policies and procedures
- Reporting and investigation of incidents, near misses, hazards, and non-conformances
- Monitor Performance and continuously improve processes, the work environment, and systems.
- Manage accountability fairly and justly.

All Employees (and Casuals/Contractors)

Everyone has the responsibility to protect their own safety and that of others, ensure the environment is not harmed, and that quality is maintained in our products and services.

Employees have responsibilities to:

- **O**bserve your tasks and environment:
 - 1.1. Always be cautious, and understand the environment you are working in.
- **S**pot Hazards:
 - 1.2. Identify the hazards in every task you do, and the work environment you are in.
 - 1.3. If you see someone else doing something that may not be safe, discuss the hazards with them.
- **M**inimise risks:
 - 1.4. Make sure you have the right tools and equipment.
 - 1.5. Make sure you are competent for the tasks.
 - 1.6. Make sure the risks are controlled before you start work.
- **O**bey rules, reasonable instructions, and procedures – comply with:
 - 1.7. The Osmoflo Essential Rules for Life and Code of Conduct
 - 1.8. Procedures, work instructions as they apply to your job.
 - 1.9. Instructions provided to you by your supervisor or manager.
- **S**peak up if you are unsure:
 - 1.10. You have the authority to stop work and escalate concerns to your supervisor if you believe a task is not safe, or if you see others working or behaving unsafely.
- **I**ncidents, near misses, hazards and quality issues must be reported:
 - 1.11. Report any incidents, hazards, and quality issues to your supervisor
 - 1.12. Participate in investigations as required.
- **S**uggest improvements:
 - 1.13. If you think things can be improved to make things safer, more environmentally sound, or improve product quality, discuss with your supervisor, and raise an opportunity for improvement.



CORE VALUES

Agile

- We design and build solutions that are 'fit for purpose' going beyond our customers' expectations.
- We work in partnership with our customers actively seeking to understand their business and views; we anticipate and respond to their needs by providing tailored solutions that contribute to our mutual business success.
- We keep the big picture in mind balancing our customer and commercial needs.
- We are entrepreneurs, tackling new challenges, seeking out problems, finding ways to solve them and connecting our customers to all parts of our business.

Innovative

- We have a thirst for knowledge and support each other by openly and willingly seeking and sharing information and ideas across the business to create solutions and solve problems.
- We are creative and imaginative; we respond positively to new ideas and are prepared to move outside our comfort zones and take calculated risks.
- We use every project and assignment as an opportunity to learn something new and we actively invite constructive criticism on every area of the business to generate new ideas and creative approaches to our challenges.
- We learn from our mistakes, we don't blame, we actively encourage issues to be raised before problems arise.

Team-Oriented

- We treat one another with respect and communicate openly - creating value by working together within and across our businesses.
- We recognise that our strength and our competitive advantage is – and always will be – our people working together.
- We foster collaboration while maintaining individual accountability. We encourage the best ideas to surface from anywhere within the organisation. We appreciate the value of multiple perspectives and diverse expertise.
- We will continually learn and share ideas and knowledge. We will encourage cooperative efforts at every level and across all activities in our company.
- We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.

Committed

- We push ourselves and others to excel – we never walk away from a challenge or a difficult situation – we consistently complete our tasks and meet our deadlines.
- We understand what we need to do; we clearly define our objectives, prioritise our work and evaluate our progress to ensure we achieve our goals.
- We employ the right people who understand their roles, ask for and act on feedback from others and constantly re-evaluate their own skills and capabilities in order to progress their career goals.
- We have strong leadership who model our values, walk the talk, lead by example and recognise and reward the right behaviours.
- We are a high performing workforce – a team – communicating, listening and supporting one another.

Quality-Driven

- We give value for money with appropriate solutions to meet and exceed our customers' expectations; minimising waste with efficient planning.



- As we grow and expand, we work to achieve a consistent approach, regularly reviewing completed tasks and projects to identify opportunities to improve.
- We think outside the scope of our own roles – working together to deliver high quality products and services to levels required by our customers.
- We understand what ‘high quality’ products and services mean for our customers and we work to achieve agreed expectations.

ACKNOWLEDGEMENT

- This position description represents the position as it is at present and is not intended to be an exhaustive list of all duties or responsibilities associated with the position.
- Osmoflo reserves the right to make changes to the content of this position description, including but not limited to duties, responsibilities and requirements of the role as circumstances and operational requirements dictate.

I have read, understand and agree to perform the duties set out in this position description:

Name

Signature

Date
