



Chief Estimator

Position Description

The Chief Estimator will report to the President, manage the Estimating Department and work with Project Managers, Superintendents, Assistant Superintendents, Subcontractors and Owners to fulfill the duties and responsibilities as outlined below.

Essential Duties and Responsibilities

- Review and comprehend project plans, specifications, general conditions, scopes of work and other preconstruction documents
- Process and organize addenda and RFIs during the bid process
- Prepare, summarize and price quantity takeoff
- Understand the building construction marketplace
- Prepare bid invitations and communicate project requirements to qualified subcontractors and suppliers to solicit quotes for work, materials, equipment, etc.
- Develop final estimate and prepare all appropriate pricing documents for submission
- Assist Marketing Department in preparation of responses to RFP's and RFQ's
- Communicate estimate details to project management
- Analyze variances between estimated costs and actual costs
- Understand project sequencing and scheduling
- Assist project management team with preparing and maintaining CPM schedules
- Update and Maintain iSqFt database of subcontractors and vendors
- Estimate the amount of labor and material required for competitively bid and negotiated projects
- Analyze bid proposal and assist in subcontractor selection
- Determine regional labor market availability
- Identify long-lead procurement material
- Perform cost savings studies including best value recommendations
- Other duties as assigned

Qualifications

A minimum of five (5) years of experience in estimating of which three (3) years must be in commercial, industrial or institutional construction projects. A Bachelors or Associates degree is preferred but not required. Demonstrated computer skills with knowledge of or experience with estimating software and proficiency with Microsoft Office suite programs. Candidate must be detail oriented and possess a professional demeanor, positive attitude, a strong work ethic, suitable interpersonal skills and the ability to communicate well both verbally and in writing. Must possess a valid driver's license.



Physical Demands and Work Environment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 pounds.

Work Environment: While performing the duties of this job, the employee may work on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud. Variations in work location and schedule may occur.

Job Type: Full Time, Exempt