



Estimator

Position Description

The Estimator will report to the Chief Estimator and work with Project Managers, Superintendents, Assistant Superintendents, Subcontractors and Consultants to fulfill the duties and responsibilities as outlined below.

Essential Duties and Responsibilities

- Review and comprehend project plans, specifications, general conditions, scope of work and other construction variables
- Process and organize addenda and RFIs during the bid process
- Prepare quantity takeoff
- Understand the building construction marketplace
- Communicate project requirements to subcontractors and suppliers to solicit quotes for work, materials, equipment, etc.
- Develop final estimate and prepare all appropriate bid documents as applicable
- 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
- Other duties as assigned

Qualifications

A four year degree with a minimum of five (5) years of experience in estimating of commercial / industrial construction projects. Demonstrated computer skills with knowledge of or experience with on-screen takeoff software and bidding software preferred, and proficiency with Microsoft Office suite programs. Candidate must 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.