

## Estimator

|               |   |                 |                |
|---------------|---|-----------------|----------------|
| Reporting To: | Director of Preconstruction & Chief Estimator | Direct Reports: | N/A            |
| Region:       | Northeast                                     | Approved By:    |                |
| Grade:        |   | Job Category:   | Salary; Exempt |

### *General*

Prepare estimates and assist in contracts formation for Lump Sum and Construction Management projects in addition to the completion of bid documents and proposal requirements.

### *Duties & Responsibilities*

- Set up cost bids breakdown for various disciplines based on applicable project plans and specifications.
- Acquire and update actual cost from projects in progress in order to be used in future estimates.
- Research historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and man hour figures.
- Read and analyze blueprints and design documents to complete accurate quantity take off. This especially applies to site work, architectural, MEP/FP estimates.
- Address and account for critical buyout items in contract documents and share all findings with team members.
- Conduct negotiations with subcontractors, and establish final negotiated document.
- Attend owners meeting, regular job preconstruction meetings, and field construction meetings if required.
- Must be proficient in providing input on value engineering and material selection with design teams and owner
- Prepare "Comparison of bids" and bid tabulation sheets
- Participate in scope review meetings with subcontractors and prime contractors
- Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate.
- Prepare estimates by calculating complete takeoff of scope of work.
- Coordinate total estimating effort relevant to particular bid/project as assigned.
- Maintain files of working documents as back up for estimates figures.
- Follow awarded contracts as assigned – may include estimating extra work items, change orders, credits; procuring material, etc.
- Review design options and recommend the best solutions based on cost, engineering quality, or availability of materials.
- Evaluate subcontractors and prime contractors and qualify them through the company prequalification process.
- Maintain a directory of suppliers and subcontractors list for bidding. Reach out and encourage bidders to submit bid proposals and maintain call in logs.
- Meet and attend network meetings with various subcontractors – must be capable of presenting company's image and brand.
- Perform additional assignments per supervisor's direction.

### *Skills & Qualifications*

Four year engineering degree or equivalent combinations technical training and/or experience. Minimum of four years estimating, controls and/or engineering experience. Advanced knowledge of assigned discipline, estimating techniques and cost control, plus ability to interpret computerized cost data and systems essential. Ability to work independently and with minimum supervision when preparing routine estimates. Knowledge of multiple disciplines may be required. May be required to travel up to 25% domestically.