

WORK DESCRIPTION:

Estimator

Manage value engineering process, Maintain/create subcontractor/vendor bid list, Solicit bid invitations, Distribute and manage bid plans and documents, Communicate with subs - prepare RFP/RFI, Manage WBE, DBE, SBE, and/or MBE participation and recordkeeping. Determines estimated cost of the project and prepares a quote package using knowledge of standard company pricing, discounts, and estimating formulas and guidelines.

MINIMUM QUALIFICATIONS:

Please apply if you meet these minimum requirements:

- Bachelor Degree in Construction Science, Engineering or Architecture
- 1+ years of construction estimating experience for projects greater than \$1 million
- Lead the estimating requirements on individual projects including: takeoffs, sub/supplier solicitation, subcontractors scope of work, pricing, bid summaries, general conditions and manage overall bid day process
- General understanding of costs for projects including: Federal Government and office buildings
- Experience and understanding of Hard Bid project delivery method
- Ability to produce detailed quantity take-off for: Masonry, Concrete, Steel, HVAC, Plumbing and Specialty items
- Develop and maintain subcontractor / supplier database for particular areas of bidding
- Good relationship skills and ability to effectively communicate with: Architects, Owners, subcontractors / suppliers and Project teams
- General knowledge in using the following software: MS Excel, MS Word, MS Outlook, Timberline, Prolog, iSqFt
- Travel and possible overnight stays to assist field project teams with estimating and procedures
- Knowledge of building process and methods, basic duration, and relationship types.
- Proficiently read and interpret blueprints.
- Basic understanding of all construction trades and subcontractors scopes of work
- Must have excellent written and verbal communication skills
- Excellent customer service skill and initiative to complete tasks
- Valid driver's license.
- Cooperation is imperative as the Estimator will work with a Project Manager and possibly the Superintendent on a given project
- Moderate physical activity performing lightly strenuous daily activities including stand, walk, reach, stoop, kneel, crouch, climb, talk, hear and occasionally lift and /or move up to 50 lbs.

– to be considered, you must include list of projects estimated and list of references (preferably owners, owner's representatives and former supervisors).

Salary commensurate with experience.