

Position Title:	Estimator
Department:	Pre-Construction
Reports To:	Branch Manager
Employment Status:	Full-time Salary
Exemption Status:	Exempt
Working Hours:	Minimum of 40 hours per week

Position Summary:

The Estimator handles the estimation and preparation of proposals for projects. The Estimator carries out responsibilities in the functional areas of quantity takeoff, material and equipment pricing, written proposals, sales calls, and client relationships. Under minimal supervision, the Estimator defines realistic costs of projects. This position works independently with little to no supervision.

This position requires an exceedingly well organized and flexible person who enjoys the challenges of supporting a small office of diverse people and programs. This person should have the ability to work independently and foster a team-oriented, collaborative environment, work under pressure, be proactive, and express a high level of professionalism and confidentiality. Expert level verbal and written communication skills, strong knowledge of Microsoft Office, and attention to detail are also important.

Essential Duties and Responsibilities:

1. Read and interpret construction plans and specifications.
2. Request material and equipment pricing from vendors and suppliers.
3. Prepare detailed, timely and accurate cost estimates and write detailed proposals to submit to clients.
4. Complete takeoff using Company estimating procedure.
5. Review each estimate to ensure it meets Company estimating procedures.
6. Works closely with material vendors on pricing and product specifications.
7. Engages with customer to ensure understanding of scope and to address scope questions.
8. Reviews scope of work, and plans.
9. Documents all questions and responses of record.
10. Complete bid checklist, summary, and preliminary schedule.
11. Reviews estimate with others prior to presenting estimate to customer to ensure accuracy in accordance with Company procedures.
12. Reviews scope of work on awarded projects to ensure complete understanding of the project and materials.
13. Supports management team with final presentation to customer.
14. Answers detail questions explaining how estimates are derived.

Other Duties and Responsibilities:

1. Various other duties as assigned by the Branch Manager, Director of Pre-Construction, General Manager or President.
2. Visit clients to build strong personal and corporate relationships.
3. Attend client and industry events outside normal business hours.
4. Manage all job related documents including paper, electronic, and estimating software.
5. Perform project site visits and attend project meetings as assigned.
6. Prepare reports for staff or management as directed.

Supervisory Duties: None.

Working Environment & Physical Activities: This position will be working primarily indoors in a smoke free environment. The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

1. **BODY POSITIONS:** While performing the duties of this job, the employee is regularly required to sit for long periods of time while performing the essential functions. Also required to stand, walk, stoop, kneel, crouch and potentially crawl.
2. **BODY MOVEMENTS:** The employee must have a full range of body movements including the use of his/her hands to fingers, to grasp and lift, handle, and feel objects such as computer equipment. The ability to bend the body, to reach for objects, and to crouch when needed are also required.
3. **BODY SENSES:** The employee must have ability and command of sight, hearing and touch. Specific vision abilities required include vision for color, peripheral, close vision, depth perception, and the ability to adjust focus. These vision requirements in each area must be sufficient to perform the functions of this job.
4. **STRENGTH:** Must be able to lift 20 lbs periodically.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Minimum Qualifications:

1. Minimum of 3-5 years of experience as an Estimator in the construction field.
2. Advance knowledge in Microsoft Excel and Outlook.
3. Superior verbal and written communication skills.
4. Ability to multi-task in a fast paced environment.
5. Ability to effectively communicate, in English, both verbally and in writing.
6. Ability to read and understand plans, specifications, and details.

7. Ability to do routine business math calculations.
8. Ability to calculate the estimated time and materials necessary to complete the project.
9. Ability to manage multiple projects simultaneously and meet project deadlines.
10. Ability to conform to shifting priorities, demands and timeliness through analytical and problem solving capabilities.
11. Solid understanding of commercial construction terms and procedures.
12. Ability to understand the needs of business accounts through conversational interaction and converting those needs into sales.
13. Ability to communicate to Project Managers the description of work so that the assigned work meets the quality, time frame and budget expectations of the customer.
14. High School Diploma or equivalent.

Preferred Qualifications: (but not required)

1. Project management experience in the construction industry of drywall, flooring, or specialty fields.
2. Experience with Takeoff software.
3. College degree in Construction Management, Engineering, or business-related field.
4. Relevant certification or degree with 3+ years of experience as an Estimator in a construction field.
5. Field experience as a subcontractor in construction.
6. Experience with Sage 100 software.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Legal Disclaimer: This document is intended for informational purposes only and by no means should replace or substitute other legal documents (governmental or nongovernmental) reflecting similar content or advice. If you have legal questions concerning your situation or the information provided, you should consult with an attorney.

Reviewed with applicant by:

Manager's Printed Name

Manager's Signature

Date

Received and accepted by:

Employee's Printed Name	Employee's Signature	Date
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