



## ESTIMATOR

Exempt or  Non-Exempt

**Department:** Estimating

**Reports To:** Director of Estimating

**Job Summary:** Responsible for multimillion-dollar projects from take-off to pricing to presentation. Need to have a thorough understanding of the estimating and bid process.

### Responsibilities:

- Conduct initial take-off of drawings and review specifications to ensure all items of work are captured.
- Review various preliminary drawings and specifications. Visit the site of the proposed project to gather information on access to the site and the availability of electricity, water, and other services, as well as on subsurface topography and drainage.
- Analyze blueprints, specifications, proposals, and other documentation to prepare estimates of quantities take-offs.
- During the takeoff process, the estimator must make decisions concerning equipment needs, the sequence of operations, the size of the crew required, and physical constraints at the site.
- Aid in developing full-scope estimates based on final construction documents.
- Coordinate efforts required for proposals and bids.
- Assist in all phases of construction activities.
- Stay well-versed in market pricing and trends.
- Other duties as assigned.

### Experience & Education Requirements:

- 10+ years of estimating experience.
- Bachelor's degree preferred or an equivalent of education and experience.

### Knowledge, Skills and Abilities

- Ability to provide accurate quantity take-offs and pricing for all divisions of work.
- Ability to analyze, compare, and interpret detailed but sometimes poorly defined information and be able to make sound and accurate judgments based on this information.
- Ability to accurately obtain quantities for building components.
- Understanding of square foot cost.
- Computer knowledge and efficiency, including Microsoft Excel, Timberline (Sage) Estimating, OST, Auto CAD and Revit. Procore and Primavera Scheduling a plus.
- Broad understanding of industry.
- Strong written and verbal communication skills as well as interpersonal skills.
- Ability to meet critical deadlines.
- Good time management and organizational skills.
- Self-starter.
- Function effectively as part of a team.
- Ability to maintain discretion and confidentiality at all times.
- Ability to understand and follow directions.
- Detail oriented.