

## **Detailed Job Description:**

**SUMMARY:** Responsible for evaluating project bid specifications, drawings and developing a competent, competitive bid in order to win projects and execute them successfully. Candidates should have and/or develop strong relationships with subcontractors to ensure that quality bids are received. The estimator will also work with the Project Management teams to follow-up on bids and budgets to close out projects.

**JOB DUTIES:** Plan, organize, and implement an estimating department. Bid projects with enough detail to provide accurate budgets and purchase orders. Develop a plan for performing design build work. Help create project plan responsible for a computerized estimating system, database, labor factors, etc. Updates work with contract administrator regarding bid document requirements. Production rate tracking and production reporting to track and analyze competition and market pricing. Work with Marketing Department regarding private work. Work with Field Foreman and Project Manager regarding field change orders. Work with Architects to provide pre-bid services.

**NECESSARY SKILLS AND KNOWLEDGE:** Demonstrated experience and ability to support multiple projects. Ability to work independently. Skill in operating personal computer utilizing a variety of computer software, including Microsoft Office, construction software a plus. Skill in establishing and maintaining cooperative working relationships with our management team, employees, clients, and vendors

**MINIMUM QUALIFICATIONS:** (education, experience, skills) Minimum of 5 years' experience as General Construction Estimator Ability to read plans and specifications. Public works and/or industrial knowledge a plus. College degree preferred. Computerized estimating experience. Labor factor analysis, and modification. Ability to obtain and maintain security clearances.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. The office is a non-smoking facility with designated outside-smoking areas. Equal opportunity employers. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.