

**Job Title:** Senior Estimator

**Job Description:** Provide and/or coordinate estimating services on commercial, institutional, and healthcare projects.

**Responsibilities:**

- Reviews all architectural drawings, specifications and addenda for the project and determines the scope of work with the Estimating Manager and/or Owner.
- Evaluates the project construction schedule for visual mock-ups, performance testing, material delivery and field installation.
- Prepares a complete quantity take-off for all materials to be included in the scope of the bid.
- Prepares material summaries and sketches for the solicitation of quotations as required.
- Estimates field and shop labor hours required for the scope of work as required.
- Obtains labor rates, tax rates, and any other cost information as required for the preparation of the cost estimate.
- Solicits subcontractor quotations as necessary to complete the scope of work.
- Reviews vendor quotations for accuracy, completeness and conformity with the specifications.
- Insures all working documents and data are maintained to back-up estimate figures.
- Updates both vendors and subcontractors when addendums are issued.
- Prepares a complete and accurate cost estimate for the project. Sales Price markup will be provided by the Estimating Manager and/or Owner.
- Meets required deadlines for proposals.
- Prepares a complete list of inclusions, clarifications and exclusions to be submitted with the bid.
- Tracks estimated cost vs. actual cost on awarded contracts as required – may include estimating/pricing extra work items, change orders, credit, procuring materials, etc.
- Participates in scope reviews and project interviews as required.