

WOHLSEN CONSTRUCTION COMPANY

JOB DESCRIPTION

Job Title: Chief Estimator

Job Reports To: Director of Estimating, MEP Services and BIM

Exempt or Non-Exempt: Exempt

Job Summary:

Perform all management and leadership responsibilities and functions associated with the Estimating Department. Responsibilities include hiring, motivating, coaching, appraising, rewarding and disciplining, and addressing complaints and resolving issues of the employees in the Estimating departments.

Responsible to support each of the regional teams in their efforts to obtain new projects and clients through either through bidding or selling/negotiating. This further includes development and the implementation of any systems, procedures and strategic planning for the department to support the overall company.

Essential Job Functions:

Manage the Estimating Department in its function of developing design development budgets, GMPs and bids:

- Create standards, procedures and culture to sustain and support company's needs in pricing projects that allows for coverage of costs while being profitable.
- Manage and coordinate workload for the department balancing the requirements of each of the regional teams. Actively participate with the regional leaders in the determination of which projects are best to pursue.
- Evaluate performances of individuals in the department and develop career paths for both individual and company growth. Responsible for overall hiring and evaluating of staff to support corporate goals and initiatives.

- Regularly monitor success, efficiency and accuracy of the department's budgets, GMPS bids. Review and implement strategies to sustain efficiencies and accuracy of the Estimating department's work.
- Drive continuous improvement and strategic planning within the group to create a "best in class" Estimating team.
- Oversee management of company-wide estimating database (both Timberline and historic building costs by building system); conduct periodic evaluation of software tools, recommending changes as may be appropriate.
- Assure that company-wide subcontractor database is maintained by estimating staff.

Develop and support work acquisition:

- Assist the regional teams in the preparation of proposals and budget/bid submissions to clients.
- On bid day, provide leadership of the estimating staff culminating with the decision on the bottom-line number to be submitted to the prospective client.
- As requested by the regional leaders, participate in presentations to clients and prospective clients.
- In concert with each regional leader evaluate risk on projects when department is preparing bids or GMPs and ensure pricing is developed in a way to ensure costs are covered and the project can be profitable.
- Assist the regional leaders in the preparation of project profit plans.
- Assist the regional leaders and their respective preconstruction managers in the development of relationships with key subcontractors.

Coordinate with the regional leaders and self-perform director:

- Coordinate preparation of each bid, budget and GMP with the respective regional leader to ensure that proper operational input is provided with general conditions, logistics and planning of the projects; additionally assure that proper terms and pricing are included in client contracts.
- As requested by the regional leaders, provide estimating personnel to support project teams' efforts in subcontractor/vendor purchasing.
- Monitor award of subcontracts to assure that no subcontractor is awarded more work than it can successfully complete.
- As requested by the self-perform director if that team were to run out of capacity, provide estimating support.

- Work with the regional leaders to implement new policies and procedures that will improve the Estimating teams' performance and work products.
- Analyze project performance to understand project successes and failures in an effort to continuously improve Estimating's work product.

Other Functions:

- Strategic and Business Planning leadership and participation.
- As requested, provide support for new business opportunities such as joint ventures and acquisitions.
- As requested, provide support to regional leaders on specific projects and clients.
- Leadership Team participation to help steer company's business plan and strategic goals.
- Represent Wohlsen at related professional and civic functions as appropriate and as deemed helpful to the business.
- Stay current with issues and news relevant to the construction industry.

In addition to the functions listed above, the employee is expected to: strive to exhibit and apply Wohlsen's Attributes, exercise honesty, integrity and respect with all clients and co-workers, maintain a professional appearance and demeanor, demonstrate a positive attitude, communicate effectively with co-workers and clients, work with accuracy, efficiency, and attention to detail, maintain good attendance by working when and where directed, work safely in compliance with all safety policies, respect the work environment and keep it as neat and clean as possible, and exercise initiative to learn new skills and tasks and to help co-workers when possible. **The employee is also expected to perform such other duties and functions as required from time to time.**

The Physical Requirements Checklist that specifies the physical demands for this job is attached and is incorporated into this description.

Qualifications:

- Broad base of knowledge in commercial development
- Strong negotiation skills regarding the "deal"
- Possesses sound judgment, particularly under the time demands of bid day
- Wide-ranging business/public relations experience
- Advanced project management skills

- Knowledge of pertinent industry terminology
- Computer literate
- B.S. or equivalent years of experience in applicable discipline, i.e., planning, architecture, engineering
- Past experience in Estimating or Preconstruction; Additional Operations experience is a plus. Ten years' experience in a construction related position.
- Experience with estimating, scheduling, and/or project management technology
- Generally assumes responsibility for own work following general policies and objectives.
- Frequently represents the company to potential clients, requiring tact, patience, and professionalism.
- Valid Driver's license

Machines/Tools/Equipment: Computer, basic office equipment (copier, calculator, fax, etc.), projector.

Working Conditions:

- **Primarily a controlled office environment.**
- Ability to travel, occasionally requiring overnight stay, within region / industry via various modes of transportation, including automobiles, planes and buses.
- Ability to work additional hours as necessary to meet business plan objectives.
- Physical ability to make presentations.
- Must be able to access and tour various buildings and construction jobsites.

Employee Signature

Date

CHIEF ESTIMATOR

