Job Description

JOB TITLE	**LAST UPDATED**
Estimator	*July 2010*
DIVISION	**INCUMBENT**
Estimating	
STATUS	**REPORTS TO**
Full-time position	*Vice President of Precon/Estimating*
Exempt	

OVERALL PURPOSE

The Estimator will take the project, mentally build the project, pull the necessary components together and establish, in a fairly accurate manner, the anticipated cost of the project.

ESSENTIAL FUNCTIONS

In addition to other duties as assigned by the employer, the responsibilities of the Estimator include the following:

- Reviews drawings and specifications to determine quantities and to calculate pricing.

- Communicates with sub-contractors in designated trades.

- Attend pre-bid meetings, as necessary.

- Receives bids, reviewing for scope and prices.

- Communicates with low bidder for final overview and assures completeness of bid.

- Review drawings and specifications as Construction Management project develops to calculate conceptual budget, schematic budget, design development budget and construction document budget.

- Assists in presentations to owners and architect as needed.

MARGINAL FUNCTIONS

- Attends kick-off meeting with Estimators, Project Manager and Superintendents.

RELATIONSHIPS

Internal

- Reports to Vice President of Precon/Estimating.

- Interacts with other Estimators to develop accurate anticipated cost of project.

- Interact with Project Manager and Group Vice President.

- Interacts with Estimating Assistant and Project Assistants to develop necessary support during bid process.

    External
- Interacts with owner, architects, sub-contractors, and others as required.

MINIMUM SKILLS AND QUALIFICATIONS
- Bachelor's degree or equivalent in Construction Technology, Engineering, or equivalent.
- Minimum of four years estimating experience including negotiated, hard bid and construction management.
- Ability to work additional hours as necessary to meet business plan objectives.
- Ability to travel as necessary.
- Physical ability to make presentations.