



Project Estimator

Responsible for estimating work of particular projects. Incumbent will estimate work by gathering proposals, blueprints, specifications, and related documents. In addition, he/she will estimate labor, material, and time requirements in order to be able to compute the overall cost of the project. We estimate approximately 80% design-build projects and 20% competitive bid projects. Work is within the Midwest Region.

The Estimator Position works closely with Project Managers to determine the costs associated with completing the scope of work. This position is responsible for completing quantity take-offs, preparing cost estimates, organizing bid bonds, and communicating with sub trades to determine the financial needs of completing a project.

Roles:

1. Explore documentation in order to gain a deep understanding of the project requirements.
2. Prepare construction budget by studying plans; updating specifications; identifying and projecting costs for each elevation.
3. Obtain bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price. Prepare, issue, receive and review supplier and subcontractor proposals and pricing.
4. Resolve cost discrepancies by collecting and analyzing information.
5. Visit sites, warehouses and other venues necessary to do the estimate.
6. Build and maintain long-term relationships with the key vendors.
7. When necessary, refer to previous projects of similar nature for cost comparison.
8. Acts as a resource to project management during the award / start-up phase to clarify any issues regarding what was considered in the estimate including materials and methods of construction.
9. Other estimating duties as required.

Knowledge and Skills Required:

1. A four-year Bachelor's degree in civil engineering or construction management or equivalent experience.
2. Minimum of (5) five years of experience in estimating and/or managing construction projects.
3. Excellent communication skills.
4. Excellent understanding of MEP building systems.
5. Proficient in Microsoft Office products with emphasis on Excel Spreadsheets.
6. Critical thinker and problem solver.

Qualitative and Other Attributes Required:

1. Ability to plan and organize a project.
2. Excellent interpersonal and communication skills needed to communicate with clients and vendors.
3. Effective time management and logical decision-making ability.
4. Capacity to handle multiple projects simultaneously.
5. Strong focus on quality.