

Job Description

Central Services – Estimator

FMLA Classification: Exempt/Salary

Reports to: Chief/Senior Estimator – Primary
VP/Senior Project Manager – Secondary

Position Summary

It is the Estimator's responsibility to assist the Chief/Senior Estimator and Project Manager to generate accurate estimates and takeoffs for all projects, whether they are new or ongoing projects. This estimate will serve as the core budgetary distribution of the contract to be approved and signed by DDD Group and the Client or Project Owner.

Also, the Estimator will assist in the revision of all drawings to ensure they are complete and detailed enough to find errors, omissions or needed clarifications to minimize deviations in the final estimate. The Estimator must in turn supervise the work of the Jr. Estimators.

The Estimator will assist in the definition of the budget distribution by assigning CSI coding to maintain a logical, structured estimate to conform to the contracting of services and the purchasing of materials.

Primary Duties

- Assist the Senior Estimator with all duties as needed.
- Preparation and development of new project estimates.
- Revise drawings and sketches for possible changes, errors, or omissions
- Assist in estimation of quantities for Cost to Complete reports
- Perform project take-off and estimates for all bidding and proposal work
- Request material quotes
- Request estimates from subcontractors for work outside the internal capabilities of the company. Compile subcontractor bid packages as required.
- Create and keep updated the bidder's list.
- Follow up on quotes from suppliers and contractors.
- Assist the Chief/Senior Estimator to create and keep updated materials database.
- Assist the Chief/Senior Estimator to create Analysis Data Sheets in Excel for labor, material and assemblies.
- Prepare pre-bid RFI's.

- Create and manage project files.

Secondary Duties

- Assist in the project cost control data gathering
- Assist in Qty verification for field purchasing

Deliverables

- On time takeoffs and estimates.
- Assist in estimation of quantities for Cost to Complete reports.
- On time estimates for all bidding and proposal work Daily & Weekly Reports

Related Procedures

- Sage Estimating (creating projects and entering data)
- On-Screen Take off (creating projects, uploading and organizing drawings)
- SharePoint (naming and uploading procedures).
- Procore (uploading Drawings and Specification)

Key Skills

- Be proficient in all computer software programs used in estimating with particular emphasis on SAGE estimating and Onscreen Take-Off software.
- Possess strong mathematical and computer skills. Proficiency with all MS Office products (Word, Excel, Access, PowerPoint)
- Ability to breakdown construction operations into a logical sequence of activities
- Ability to work in a team environment
- Ability to professionally communicate the basis for individual work product when in a highly stressed environment
- Must be able to meet deadlines and put in the time needed to get the job done.
- Effective oral and written communication skills
- Must be willing to travel.
- Possess a strong work ethic.
- Strong organizational, interpersonal skills.
- Good attention to detail with the ability to recognize discrepancies.
- Ability to read and understand, building plans, scopes of work, specifications, and other construction documents.
- Knowledge in earthwork calculation
- Basic Knowledge in Auto Cad (Preferred)
- Basic Knowledge in Procore (Preferred)
- Understanding of construction and design.
- Ability to manage multiple projects at the same time.
- Ability to work independently and as a member of a team.

Education

- High school or equivalent (Required)
- Bachelor's Degree in Civil Engineering, Construction Management, Administration, or equivalent related work experience.

Experience

- Minimum of 5 or more years estimating or project experience on building and or heavy civil projects.
- Experience in estimating projects up to \$10,000.00

Salary Range

- Varies with experience, seniority & performance