



Job Title:	Midlevel Estimator
Reporting Line:	Chief Estimator

Overall Results Expected:

The Estimator is responsible for reviewing, evaluating and completing every aspect that relates to the cost estimate, as well as preparing cost analysis, for every new and current project. The Estimator successfully prepares estimates in an organized and timely manner to ensure meeting stringent deadlines, having a clear understanding of the scope of work to bid. The Estimator must build and preserve strong relationships with trade partners and vendors as well as the company’s project teams.

Essential Duties and Responsibilities:

- Proficiency in setting up and completing both public works and private project estimates.
- Setup estimates based on CSI format & follow estimate through to bid day.
- Understand and incorporate addenda into project bid documents.
- Accurately perform quantity surveys for all building components by specification section. Ability to takeoff and price self-performed work in a manner that can be provided to operations for profitable completion.
- Effectively communicate with a variety of subcontractors to create complete and thorough estimates while helping to provide a competitive advantage for our company.
- Be in charge of an estimate on bid day and be able to direct bid helpers with focus being on clear and concise review of bid scopes.
- Take an assistant role on bid days when the estimate is being run by another estimator. Be able to support and provide subjective feedback to lead estimator during bid day process.
- Setup baseline schematic estimates. Revise estimates with references back to baseline as project design progresses. Accurately reconcile estimate revisions based on previous assumptions at each phase of design.
- Effectively work with clients and designers from conceptual/schematic design through construction drawings.
- Begin scheduling a project based on schematic plans and follow through with schedule updates throughout the design process.
- Turn estimates over to operations and effectively communicate makeup of estimate and project plan.
- Present estimates and schedules to clients with the ability to clearly describe contents and explain reasoning for both estimate and schedule makeup.
- Work with management team during preconstruction to complete bid packages and analyze submitted bids. Complete GMP estimates while working with project team to ensure success for the company and project owner.
- Proficient using MC2 Software, OST and all Microsoft Office products.

Experience & Education Guidelines:

- Bachelor’s Degree in Accounting, Applied Science, Civil Engineering or related field
- 3+ years’ experience in construction estimating
- Able to read architectural plans and develop cost estimates
- Strong understanding of residential construction processes
- Proficiency with MS Word and Excel
- Able to multi-task and meet strict deadlines
- Impeccable problem-solving skills