

TITLE/POSITION: SENIOR ESTIMATOR

REPORTS TO: Vice President of Sales

OVERSEES: NA

Works directly with President, Vice President, Project Managers, Marketing Manager

Skills Required:

- Must be able to closely collaborate with Operations and Marketing teams.
- Must be extremely organized and possess ability to multitask.
- Must possess the ability to solve problems and identify deficiencies in drawings.
- Must be team and goal oriented.
- Must be extremely detail oriented.
- Must be familiar with best construction practices.
- Must be familiar with Procore.
- Must be familiar with Microsoft: Excel, Project, and Word
- Must possess 8+ years of commercial estimating experience.
- Must possess ability to communicate both verbally and written word accurately and efficiently.
- Must be able to prepare hard bid estimates and conceptual estimates.

DUTIES and RESPONSIBILITIES include but are not limited to:

- Work closely with project team to generate preliminary budgets for design build projects.
- Work with marketing manager to follow up on bid requests and qualified leads.
- Communicate scopes of work to subcontractors
- Develop bid list selecting from subcontractor list.
- Distribute bidding documents using Procore to subcontractors.
- Attend pre-bid walk throughs.
- Attend meetings with owners, architects, and project managers to understand client's needs
- Generate bid packages for projects including scope break downs.
- Review bids for complete scope coverage.
- Present list of low complete bidders to project team.

- Search for potential subcontractors (review capabilities and references)
- Compile a list of long lead materials to distribute to project construction team.
- Review drawings for completeness.
- Generate RFI's during estimating to get clarifications on drawings
- Prepare estimate package to turnover to construction team including complete list of bids, set project budget, marked up bid set of drawings, list of long lead items, list of drawing deficiencies, and contact list
- Attend project start up meeting with construction project team to discuss project.
- Assist project teams with pricing change orders.
- Prepare scopes of work for design build and CM proposals.
- Maintain relationships with existing subcontractors.
- Maintain relationships with existing architects and engineers.
- Develop relationships with new architects and engineers.
- Consider value engineering options for design build and CM proposals.
- Submit project budget to administrative assistant.
- Post hard bids on CAM, Builders Exchange, and WCA.