



Job Description

Job Title:	Senior Estimator	Reports To:	Chief Estimator
Division:		FLSA Classification:	Exempt
Department:	Pre-Construction & Estimating	Salary Grade:	6

Position Purpose

Provide overall coordination and strategy to prepare cost estimates for designated project(s) during the bidding or negotiation process while building and maintaining a lasting relationship with clients, design team professionals, and subcontractors.

Essential Functions and Responsibilities

- Provides overall estimating coordination and strategy in pre-construction, bidding, document control, archiving, and collecting historical data.
- Provides assistance to the project team(s) by aiding in buyout, contract issuance, and project closeout.
- Builds and maintains lasting relationships with clients, design team professionals, and subcontractors.
- Oversees the development and retention of employees directly supervising.
- Participates in the continual maintenance and development of related systems or technology.
- Ensures designated project(s) are in accordance with company policies and procedures.
- Provides support for the recruitment of new employees.
- Assists with any additional assigned duties.

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Qualifications & Requirements

Education / Certification

Related Degree and/or Experience

Recommended Work Experience

7 to 20 years

Recommended Knowledge, Skills, and Abilities

Knowledge of computer programs such as Microsoft Office, scheduling software, and estimating software; Knowledge of industry trends and innovations, mathematics, statistics, administrative/clerical procedures; Knowledge of corporate and industry practices, processes, and standards; Highly skilled in various project delivery methods, conceptual/conventional estimating, communication, defining scopes, public relations, organization, teamwork, accuracy, attention to detail, time management and management of others.



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Working Conditions
Work with a group and/or team; Work after normal business hours; Local and non-local travel may be required.

Performance Measurements
<ul style="list-style-type: none">• Annual Performance Review• Regular Project Updates• Monthly Job Cost Reporting• Internal and External Client/Customer Feedback• Possible peer and/or 360 degree surveys