

Job Title:	Estimator	Reports To:	Senior Estimator/Pre-Construction Manager
Division:		FLSA Classification:	Exempt
Department:	Pre-Construction & Estimating	Salary Grade:	5

Position Purpose

Provide overall coordination 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 in pre-construction, bidding, document control, archiving and collecting historical cost data.
- Provides assistance to the project team(s) by aiding in buyout and contract issuance.
- Builds and maintains lasting relationships with clients, design team professionals, and subcontractors.
- Oversees the development and retention of employees directly supervising.
- Stays current with utilized systems and 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.

Qualifications & Requirements

Education / Certification

Related Degree and/or experience

Recommended Work Experience

3 to 10 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 general estimating principles, communication, defining scopes, public relations, organization, teamwork, accuracy, attention to detail, time management, and management of others.

Working Conditions

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

Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Monthly Job Cost Reporting
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys