

Estimator

Reports to: General Manager Non-Exempt

Expectation for all employees: Supports the organization's mission, vision and values by exhibiting the following behaviors; excellence and competence, collaboration, innovation, respect, with accountability and ownership.

This position is part of the estimating team, whose main goal is identifying costs that go into a project and to assist the sales team create proposals. The Estimator will track the costs of a project, understand customer specifications, and propose a final budget for a project. The Estimator is responsible for becoming intimate with project requirements and drawings and producing an accurate quantity take off as well as producing pricing and bid proposals.

Essential Duties and Responsibilities:

- Initial point of contact for new work to bid, as well as point of contact regarding prior bids and general questions.
- Analyze labor, material, and time requirements for a project.
- Prepare and update reports and present cost estimates to upper management.
- Input cost data into company database.
- Notice differences between estimated cost and actual cost.
- Identify project requirements.
- Input take-offs into computer spreadsheet.
- Obtain outsourced bids.
- Work with sales team to prepare bid proposal.

Job knowledge, Skills and Abilities:

- 2 years' experience working as an Estimator.
- Ability to read architectural and structural drawings and understand technical requirements.
- Must be a self-motivator, with attention to detail.
- Ability to work independently as well as on a team.
- Excellent verbal and written communication skills.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to multi-task and have good organizational skills.
- Proficient in the use of Excel spreadsheets, Word, Microsoft Outlook, along with ability to go to ftp sites and download drawings/specs to the server.
- Ability to prepare professional presentations and create reports on costing data.
- Must be detail oriented.
- High level analytical and mathematical skills.
- Ability to work effectively in a fast-paced environment with constantly changing priorities.

Nonessential Duties and Responsibilities:

- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Attends departmental meetings as required.
- Photocopies documents and plans.

Physical demands:

- While performing the duties of this job, the employee is regularly required to sit for long periods of time.