

POSITION TITLE: CONSTRUCTION ESTIMATOR

REPORTS TO: VICE PRESIDENT ESTIMATOR

POSITION SUMMARY: The Construction Estimator is primarily responsible for assisting the VP Estimator in developing cost estimates on projects and working directly with the construction team.

ESSENTIAL DUTIES:

- Reviews construction documents and understands scope of work to bid.
- Ability to prepare construction budgets and hard bid take-offs from blueprints and specifications.
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items.
- Obtain bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price.
- Ability to understand and prepare all AIA documents.
- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Understands specific and industry related construction specifications.
- Maintain quality service by following organization standards.
- Assist the construction team with various functions.

KNOWLEDGE AND SKILL REQUIREMENTS: Bachelor's degree in Construction Management or related field of study and/or five years estimating experience. Certified Professional Estimator (CPE) or other qualification would be a plus. Proficiency with reading construction documents, specifications, and vendor product data information. Knowledge of construction terminology and ability to estimate for all construction trades. Experience with Microsoft Word, Excel, Outlook, Project, Adobe, Timberline, and E-Takeoff preferred; able to learn and use other software applications and programs. Ability to work well with others, good communication skills both verbal and written, detail oriented with good analytical skills, and ability to multi-task. Familiarity with Multifamily housing, Experience in historical renovation.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift or move up to 10 pounds and frequently lift or move up to 25 pounds. Endurance to walk long distances and ability to visit entire job site, including stairs or other elevated structures.

TYPICAL WORK CONDITIONS: Work is performed primarily in an office environment. Employee may be required to travel and tour construction sites or existing properties. Employee interacts directly other staff members during the workday. Employee is often required to explain job costs and budgets to architects and owners.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.