



Job Summary

An Estimator prepares cost estimates for all materials, labor and miscellaneous costs and fees to put together project bids.

Reports to: Estimating Manager, Chief Estimator

Mission Statement

We strive to ensure the strength and reputation of our company by supporting the personal and professional development of our employees who in turn provide our clients with outstanding service.

McGuire and Hester's Core Values

- **Safety:** We intertwine the safety of our team and the public into everything we do. Zero accidents and injuries is our principal goal.
- **Trust:** We develop longstanding relationships founded on trust built by sharing our successes and, more importantly, our mistakes as learning opportunities. By tightly combining these learning opportunities with innovation, honesty and problem solving, we are able to achieve the extraordinary.
- **Quality:** We understand that the quality of our work is our legacy for generations to come; therefore we are committed to delivering superior value to our clients today.
- **Profit:** We promote an entrepreneurial spirit that seeks long term profit, not short term windfalls. The reality is we need lasting financial success to live our other core values.
- **Community:** We are committed to supporting and improving the communities where we live and work by donating, time, resources and financial support. Our ability to positively impact the lives of others is at the heart of each of our core values.

Performance Factors

Safety

1. Recognize positive safety habits and practices, create bid to allow for implementation of best practices that drive site safety and safety compliance.
2. Analyze job site conditions for hazards and apply means and methods to ensure worker safety. Alert operations team to special conditions at Pre-Job Partnering meeting.



Quality

1. Complete estimate in a timely manner with ample time to review with manager.
2. Aggressively focus on delivery of high quality projects.
3. Have a thorough knowledge of the plans and specifications.
4. Analyze project information and determine/write RFI as needed.
5. Demonstrate a working knowledge of means and methods of construction.
6. Attends project close-out meeting with the Project Manager.

Schedule

1. For each bidding assignment acquire plans, specifications, soil reports, historical bid files and historical job cost information necessary to perform a detailed estimate.
2. Prepare a synopsis of pertinent or unusual requirements; determine construction method, personnel and equipment required.
3. Develop a preliminary schedule to determine the length of time necessary for pricing of general conditions.
4. Perform the preparation of detailed estimates. Assemble information for each bid into organized bid package/files; completing estimate in a timely manner allowing ample time to review with manager.
5. Understand the bid proposal and assemble close out team and Estimating Manager prior to closeout and submission.
6. Schedule and review entire estimate with the operations team.
7. Review the estimate with the assigned reviewer with adequate time before the bid is due.
8. Meet all deadlines successfully.

Profitability

1. Understand and price the cost of any one system or component of a large project or all components of a smaller project.
2. Solicit subcontractor material quotes as required and maintain documentation for all good faith efforts in accordance with specifications.
3. On successful bids prepare "buy out" package (purchase orders, subcontracts, job budget) with the Estimating Manager.
4. Prepare job folder for successful jobs including a detailed budget. Assist operations team in subcontractor buy-out and communicate all bid information to the Project Manager to insure a successful project.
5. Understand the components of union labor wages and develop pricing based on labor productivity and crew types.
6. Visit jobs in progress to relate actual construction estimate; review questions or problems that may arise; coordinating these activities with the Area Manager.
7. Assist operations team with change orders as needed.

Customer Satisfaction (*includes both internal and external customers*)

1. Maintain good client and business partner relationships.



2. Work with the operations team to develop scope of work to be reviewed with the subcontractors and participate in subcontractor scope review meetings.
3. Internally help foster an efficient, productive environment by getting to know co-workers.
4. Reward and recognize others for their contributions to the company.
5. Spend time developing and mentoring others.

Desired Knowledge, Skills and Experience

Education

Undergraduate degree in construction management, civil engineering or other construction related undergraduate degree preferred;

Minimum Experience

Five or more years progressively responsible estimating experience with emphasis in heavy civil construction. Previous field management experience preferred