



## **Job Summary**

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

## **Reports to**

Executive VP Estimating, Operations Manager

## **Key Communication Partners**

Construction Technology Manager, Area Managers, Operations Managers, Estimating Administrator, Project Engineer- Estimating, Project Manager

## **Typical Duties**

- Recognize positive safety habits and practices, analyze job site conditions for hazards and create bid to allow for implementation of best practices that ensure worker safety and safety compliance.
- For each bidding assignment acquire plans, specifications, soil reports, historical bid files and historical job cost information necessary to perform a detailed estimate. Coordinate needed quantity takeoff with Construction Technology Manager.
- Coordinate and mentor the assigned PE to ensure takeoff is performed correctly and efficiently.
- Have a thorough knowledge of the plans and specifications.
- Analyze project information and determine/write RFI as needed.
- Prepare a synopsis of pertinent or unusual requirements; determine construction method, personnel and equipment required and provide coordination for the estimating team for the specific project.
- Solicit subcontractor material quotes as required and maintain documentation for all good faith efforts in accordance with specifications.
- Develop a preliminary schedule to determine the length of time necessary for pricing of general conditions.
- Understand all aspects of the bid proposal including; pricing based on labor productivity, crew types and listed requirements.
- Perform the preparation of detailed estimates. Assemble information for each bid into organized bid packages/files.
- Complete estimate in a timely manner with ample time to review with the assigned reviewer.
- Review the estimate with the assigned reviewer with adequate time before the bid is due.
- On successful bids prepare "buy out" package (purchase orders, subcontracts, job folder and detailed budget) as appropriate.
- Post bid, schedule and review entire estimate with the operations team.
- Alert operations team to special conditions at the Pre-Job Partnering meeting.
- Attend project close-out meeting with the Project Manager.
- Work with the operations team to develop scope of work to be reviewed with the subcontractors and participate in subcontractor scope review meetings.



- Travel to jobs in progress to relate actual construction estimate; coordinating these activities with the Area Manager. Perform monthly review of jobs projections.
- Assist operations team with change order pricing as needed.
- Aggressively focus on delivery of high quality projects.
- Demonstrate a working knowledge of means and methods of construction.
- Support employee development activities and mentor less experienced team members.
- Meet all deadlines successfully.
- Understand and price the cost of any one system or component of a large project or all components of a smaller project.
- Maintain good client and business partner relationships.
- Internally help foster an efficient, productive environment by getting to know co-workers.
- Reward and recognize others for their contributions to the company.

## Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: undergraduate degree in civil engineering, construction management or landscape architecture and five or more years of successful progressively responsible estimating experience with emphasis in the discipline of work assigned to is preferred; in absence of a four year degree, the equivalent in education and experience

Language Skills: must be able to read and write in English; bilingual in Spanish helpful but not required

Mathematical Skills: basic business math and the ability to create and understand budgets, schedules; geometry, algebra and physics necessary for calculating volume, area and tonnage.

Planning and Organizing: this position requires self-motivation, strong planning, organizing and time management skills, the ability to create and follow a schedule and multiple activities

Reasoning Ability: must have strong problem solving, analytical skills and reading comprehension and be able to deal with both standardized and non-standard situations with many variables.

Interpersonal Skills: the ability to interface and collaborate with a wide variety of people including clients, employees, managers, agencies and the public; strong leadership skills

Computer Skills: must be fluent with Microsoft Office Suite. Individuals in this position will also need to be able to learn to use new technologies as they evolve or are implemented.

Certificates, Licenses, Registration: valid California Driver's License and clean driving record

## Education

Undergraduate degree in landscape architecture, construction management, civil engineering or



other related undergraduate degree preferred or the equivalent in education and experience

**Minimum Experience**

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