

ESTIMATOR

We are seeking an Estimator who will be responsible for the overall coordination of multiple bid proposals and/or conceptual bid estimates. All projects are negotiated (short list) or competitive bid ranging from \$100,000 to \$25,000,000.

Responsibilities

- Review bid documents to create a plan and direct a team to arrive at complete and accurate bid number
- Perform quantity take-off of general trades CSI divisions
- Knowledgeable of all CSI divisions
- Create scopes of work from bid documents, create invitations to bid, and analyze bids for compliance with bid documents
- Work with estimating team to put together budgets, hard bids and negotiated bids
- Set weekly and monthly schedules
- Review general conditions and assign risk factor to project
- Review project estimates and proposal documents
- Assist with project components that will require estimating functions with the Project Executive
- Coordinate efforts with Operations, Preconstruction, and Accounting
- Prepare project budgets, cost estimates for concept and schematic estimates, preliminary design estimates, and contract document estimates
- Develop Estimating Department's role in construction management process and improve on existing systems with the Project Executive
- Improve and standardize bid format and standards with the assistance of the Estimating Team and Senior Project Manager
- Develop change order tracking program
- Implementation of continuous improvement program, with the assistance of the Estimating Team, Project Executive, and Senior Project Manager
- Provide Estimators with latest aids and cost references
- Review monthly estimating budget and expenditures
- Develop estimating calendar and review at communication workshops
- Develop conceptual database for use by Senior Project Manager, Estimators, and Site Project Manager
- Train Estimators in current estimating techniques, including range estimating while improving estimating capability by delegation and on the job training

Qualifications/Skill Set:

- Bachelor's Degree in construction, architecture, or engineering related major.
- Knowledge of the construction industry practices, procedures, and market trends.
- Dedicated, well-organized, able to plan, prioritize, and manage multiple tasks.
- Detail-oriented, with the ability to focus on quality, accuracy, and attention to detail.
- Able to work under pressure and maintain professionalism when faced with aggressive deadlines.
- Excellent oral and written communication skills, and resource management skills.
- Ability to interact, develop, and maintain a positive professional relationship with all team members.
- A learning leader's mindset; welcomes training and coaching; and assumes responsibility for their own work.