



Powers & Sons Construction  
2502 Roosevelt Ave.  
Indianapolis, IN 46219  
317.269.2550

**Job Title:** Estimator

**Category:** Full-Time

**Effective:** July 2023

**Summary:** Powers & Sons Construction Indianapolis office, recognized by the Indiana Chamber of Commerce as one of the Best Places to Work in Indiana for the past three years, is seeking to fill a Human Resources Manager position in our Indianapolis office. The ideal candidate will report directly to the President and will possess superb time management and organization skills and the ability to manage multiple tasks simultaneously.

### Key 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.

**Benefits:** We offer a competitive total compensation package. Benefits available to full-time employees include paid time off, health/dental/vision insurance, life and disability insurance, profit sharing & 401K match.

*Power & Sons Construction is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*