Construction Estimator

Essential Job Duties and Responsibilities:

➢ Estimating is a difficult discipline. You need to always protect the organization through accurate pricing while at the same time pricing so that we are able to be competitive in the market and with our competition.
➢ A big part of the above statement is knowing and thinking about the following so that while estimating is taking place we are giving ourselves every possible opportunity to win the project:
  • Who are we competing with?
  • What type of project is it? Public job, private competitive bid, design/build, etc
➢ To be proactive in understanding the scope of a project, the budget constraints for the project, and the way that the project needs to be estimated so that you are working as efficiently as possible and the end estimate or budget accurately reflects the intent of the project.
➢ To put together preliminary estimates and or budgets based on square foot calculations, unit costs, etc.
➢ To put together final estimates, bids, and budgets based on detailed drawings and specifications
➢ To always solicit for the best prices that we can get from sub-contractors and suppliers without sacrificing quality or efficiencies on the project.
➢ To always be looking for ways to improve on our pricing and estimating.
➢ To be able to determine good pricing from bad pricing:
  • Is the pricing that you are getting from a supplier or sub-contractor in line with pricing of a similar nature that we have seen on past projects?
  • Does any given line item in an estimate or a division total make sense based on past history?
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➢ To always be on the look out for new qualified sub-contractors and suppliers.
➢ To stay current with ProEst acquiring additional training as necessary and time permits.
➢ To maintain and keep the ProEst database current.
➢ To assist the project manager(s) at their direction in the following areas:
  • Writing of sub-contract agreements
  • Writing of purchase orders
  • Pricing and writing of change orders
  • Researching of new materials and products
➢ To download the project budget from ProEst into Master Builder as directed.
➢ To be able to meet with either a current client or new client to determine the scope of the work that they may require so that you can price accordingly. Communication is key. Giving enough information that the clients' expectations are met without giving so much information that it becomes confusing for the client.
➢ To write accurate and detailed scopes of work.
➢ All estimates and scopes of work are to be reviewed by the VP of operations or the president prior to any information being given to a client.
➢ The construction estimator may be required to perform or fulfill other related duties as required to meet the ongoing needs of the organization.
➢ To have the ability to estimate to a design budget.
Required Training:

- On going ProEst training.
- E Quote
- OSHA 30 hour
- Additional training in estimating disciplines as may become necessary or beneficial to the position or the goals of the organization.

- You are required to read, understand, and have with you at all times the following publications:
  - Current Ohio Building Code (OBC)
  - Current ADA Access Code
  - WCC Safety Manual
  - WCC Field Manual