CONSTRUCTION ONE, INC.

JOB DESCRIPTION FORM – (ESTIMATOR)

Division/Department: Estimating

Location: Columbus Ohio – Construction One office

Job Title: Estimator

Reports to: Estimating Procurement Manager
Interacts with: Owners, Employees, Vendors, Subcontractors, Clients & Public

Type of position: X Full-time  Part-time  Contractor  Intern

Hours: 40 / week

Exempt  Nonexempt - Mon - Fri (8:00am - 5:00pm)

GENERAL DESCRIPTION

This position will be responsible for reviewing proposal specifications, drawings and attending pre-bid meetings to determine the scope of work in order to produce qualified bid submittals in a timely manner.

(See attached for a detailed description of responsibilities)

WORK EXPERIENCE TOOLS / REQUIREMENTS

• Excellent written and verbal communication skills
• Ability to read and interpret construction drawings, specifications and other documents
• Work with others as a team player
• Ability to perform under pressure, evaluate situations and make timely, accurate decisions
• Organized with strong technical and problem solving skills
• Ability to interface with subcontractors, suppliers and designers while developing a bid as needed
• Full understanding of all divisions
• Knowledge of estimating multiple building/project types
• Maintains a competitive advantage by staying current with industry standards
• Experience in hiring and managing outside contractors
• Computer proficiency in the Windows environment
• Ability to manage multiple projects simultaneously
• 2+ years experience as an Estimator or similar position

EDUCATION REQUIREMENTS

• Bachelors Degree in construction or business related field

Employee Printed Name __________________________ Signature __________________________ Date __________________________
Responsibilities include but are not limited to assisting the Estimating Department in the following areas:

- Creating detailed and accurate cost estimates including scope definition, exceptions/exclusions, quantity, size, configuration, options, etc.
- Assure that the estimates, including general conditions, are accurate, complete and reflect the actual requirements of the project
- Follow up with owner architect and provide additional information as required
- Maintaining current information and lists for subcontractors
- Solicit subcontractor and material bids
- Review and incorporate historical data from purchase orders, subcontracts, etc.
- Review successful bids during handoff meeting to Project Managers
- Research new products/cost/installation details
- Earn the Confidence of the Owner try to quickly ascertain their requirements for a complete bid
- Find Subcontractors while maintaining and updating Subcontractor information as necessary
- Distribution of plans and specifications
- Addendum processing and notifications
- Maintain record of transactions