

Employee:
Position: Estimator
Department: Estimating
Reports To: Vice President of Estimating

NATURE AND SCOPE

The individual assigned this position is accountable for the management of individually assigned construction estimating projects in such a way as to ensure a complete scope of work is documented and analyzed in a timely fashion for analysis of economics.

The individual is responsible for organizing bid solicitations from subcontractors and suppliers, quantitative analysis of project specific elements, reviewing project schedule, costing, risk analysis and understanding project specifications including contract language.

This position reports to: Vice President of Estimating

Reporting to this position is: N/A

Internally this position interacts with Estimating AA, Project Management, Supervision, Safety Director and Business Development.

Externally this position interacts with architects, engineers, owners, public entities, trade subcontractors, material suppliers, bonding and insurance agents and others who may be associated with an assigned project.

PRINCIPAL ACCOUNTABILITIES

A. Leadership

- 1.1 **Motivation:** Inspire and energize people to want to do their best in achieving goals, their mission, strategy and vision.
- 1.2 **Teamwork:** Cultivate, nurture and produce synergy through others to obtain a goal that is consistent with our core values.
- 1.3 **Integrity:** Consists of honesty, openness and reliability. The ability to follow through with “doing what you say you will do”!
- 1.4 **Change Agent:** Recognize the need for change and challenge the status quo to transform the business and personal abilities. Champion and/or Lead by Example expected change.
- 1.5 **Strategic Thinking:** Set clear direction and articulate how people fit into the picture and create a sense of purpose relative to achieving expectations, create competitive and breakthrough strategies while understanding future consequences for present choices and adapt to responses and tactics, shifting priorities and rapid change.
- 1.6 **Initiative:** Readiness & willingness to act on opportunities, pursues goals beyond what is required or expected and, takes bold steps to reach the goals potential.

B. Management

- 2.1 **Team Leadership:** Oversees project team within the department during the estimating process for specific tasks to monitor and assure a complete estimating effort consistent with scope of work, schedule, and bid/proposal submission.
- 2.2 **Risk Assessment:** Identify type of work, resource availability, competitive advantages, etc. to recommend as a “Go-No Go” Opportunity. Understands proposed Contract/Subcontract language relative to project expectations defining risk/monetary adjustments necessary to perform specific work accordingly and in compliance with company goals/volume expectations.
- 2.3 **Vendor Solicitation:** Initiates and facilitates meetings with trade subcontractors and suppliers relevant to project bids and specific project needs to obtain proper scopes and maximum value.
- 2.4 **Process/Team Analysis:** Reports, confers and recommends options with Supervisor regarding any irregularities in the bidding process to ensure a competent bid and define areas of improvement.
- 2.5 **Turn-Over:** Leads turn-over meetings for projects that have been contracted to achieve a complete understanding of project scope, contract requirements and all other related project expectations for acceptance by project management for accountability.
- 2.6 **Close-Out:** Attends project close-out meetings to obtain knowledge of project through the asking of questions and listening to those involved in the project for collection of historical information, update productivity/cost to our data base and evaluate vendor performance.

C. Operations

- 3.1 **Company Process:** Understands and utilizes the estimating Procedures Manual including applicable forms associated with a project according to the policy and procedures set forth in the department.
- 3.2 **Project Specifications:** Analyzes specifications to determine project related scope and contractual obligations based on project requirements for a complete bid.
- 3.3 **Quantity Take-Off:** Performs documented quantity take-off thru Timberline software or written analysis utilizing specifications drawings and other project related documents to ensure a complete project perspective pertaining to self performed work as well as other trade work as it applies.
- 3.4 **Site Inspection:** Attends pre-construction meetings and/or voluntarily visit site locations prior to bidding to establish an understanding of logistics and conditions of a project.

- 3.5 **Means and Methods Assessment:** Reviews constructability of projects with internal personnel and potential subcontractors for a complete assessment of potential bidding scenarios which could be utilized to achieve an efficient, complete and profitable project bid.
- 3.6 **Project Definition Clarity:** Corresponds written or oral with architects, engineers and owners as required to understand intent and expectations pertaining to project.
- 3.7 **Schedule Analysis:** Builds a schedule pertaining to project activities including presumed durations and sequence for an understanding of time frame dictated by presumed project conditions.
- 3.8 **Cost Analysis:** Ability to apply unit cost to project means and methods, specification requirements and owner expectations for both self-perform and subcontract activities.
- 3.9 **Vendor Analysis:** Review scope(s) of work with subcontractors and suppliers during bid process for completeness, responsiveness and resolution of any relative issues for a competitive bid.
- 3.10 **Vendor Selection:** Review scope(s) of work with subcontractors and suppliers post bid for completeness, responsiveness and resolution of any relative issues for a potential purchase order or contract recommendation
- 3.11 **Bid Day Structure:** Organizes bid day activities including but not limited to coordinating individual bid runner, review of bid forms, timberline software set-up, bid tab and alternate tab set-up and correspond with bid day team on individual assignments, etc., for the attainment of a successful bid day procedure.
- 3.12 **General Conditions:** Obtains building permit fee and other fee related information to cover costs for same in an estimate. Identify insurance and bonding requirements. Itemize all temporary facilities and other overhead cost specific to the project.
- 3.13 **Safety:** Understands the safety program and how it may relate with specified programs to safeguard against any monetary and labor efficiency factors which may correspond to other programs.

D. Administration

- 4.1 **Estimating Software:** Utilize Timberline software for project specific bid as a means of organization through the bidding procedure. Create and maintain project estimating file for a single source reference point of information containment.
- 4.2 **Market Recovery:** Identify potential Target Funding through trade unions and complete applicable documentation to achieve a competitive edge against non-union competitors.
- 4.3 **Bid Solicitation:** Create advertisement for bid using ISQFT software to solicit subcontractors and suppliers during the bidding process to communicate that we as a contractor are bidding a project and we request solicitation for bid from the invited entity.

- 4.4 **Bid Diversity:** Create advertisement for bid specifically for MBE, WBE, EBE contractors for state or city mandated projects to ensure a proper documentation of solicitation.
- 4.5 **Job Cost Reports:** Prepares job costing reports for contracted projects for relay to project management as means of tracking actual vs. budgeted quantities and labor designation.
- 4.6 **Buyout:** Prepare and organize documentation of scope of work and interpretation of other work items in preparation of purchase orders and subcontracts to act as back-up information for final contract preparation.

E. Business Relations

- 5.1 **Corporate Citizenship:** Cultivates business relationships through active membership in professional associations, civic organizations, or community groups consistent with our Business Development program, corporate citizenship strategy and established departmental and personal expectations over a specific timeline.
- 5.2 **Business Development:** Cultivates new relationships with clients, vendors, others, to nurture future partnerships.
- 5.3 **Contact Management Program:** Communicates Business Development information to all appropriate personnel for timely update to the data base in accordance with the established program.

F. Special or Infrequent Activities

- 6.1 Reviews own performance with manager, formally semi-annually and informally periodically or at project completion to identify and determine performance strengths and weaknesses so that developmental action can be taken by both the employee and the organization.
- 6.2 Participates in a minimum of one learning activity one training activity as offered by The Hagerman Group.

The above description provides the general details considered necessary to depict the principle functions of the position, and shall not be construed as a detailed description of all work required that may inherent in the job.