

JOB TITLE:

Estimator

DEPARTMENT:

Construction

DIVISION:

Central

FLSA:

Exempt

DATE OF REVISION:

6/29/2017

1. PRIMARY FUNCTION

To prepare quantity take-offs on all items of work for assigned projects.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Read and understand all construction documents including plans, specifications and soil reports.
- Notify Senior Estimator of any discrepancies in the plans and specifications.
- Support Chief and Senior Estimators (or any named supervisor) in coordinating the estimating process with the architectural and engineering consultants.
- Ensure that all bidders receive and use the latest set of construction documents.
- Report the estimating progress to the Senior Estimator, Chief Estimator, Regional or Area Construction Manager.
- Assist Senior Estimator in all phases of estimating, as assigned (bid scoping, etc.)

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide feedback on value engineering issues.
- Attend construction meetings, as needed
- Perform other functions as directed by supervisor.

4. KNOWLEDGE AND EXPERIENCE REQUIRED**A. EDUCATION:**

- Bachelor's degree in construction management, construction engineering, architectural, civil engineering or business related field.

B. LICENSES OR CERTIFICATIONS REQUIRED:

CCE, CPE a plus.

C. RELATED WORK EXPERIENCE: [√]

- | | | | |
|--------------------------|--------------------|-------------------------------------|------------------|
| <input type="checkbox"/> | None | <input type="checkbox"/> | 4 - 6 years |
| <input type="checkbox"/> | 6 months to 1 year | <input checked="" type="checkbox"/> | 7 - 9 years |
| <input type="checkbox"/> | 1 - 3 years | <input type="checkbox"/> | 10 or more years |

This is intended to describe the major requirements and the major duties which comprise the framework for this job. It is **not** to be construed as an exhaustive statement of all the duties, responsibilities or requirements. JPI Employment Services, LLC retains the discretion to add or change the job duties at any time.

Describe the nature of the prior experience (what type of work must the incumbent have been performing for the last x number of years? (i.e., analysis, industries, positions, typing, computer skills, etc.):

- Must have construction experience, preferable in the multi-family construction industry
- Must have experience with On-Screen Takeoffs (OST) and Timberline Estimating software
- Must have a good working knowledge of Microsoft Office Product (i.e. Outlook, Excel, Word)
- Must have excellent analytical presentation and report writing skills

D. OTHER CONSIDERATIONS (*communications, interpersonal skills, etc.*):

APPROVALS:

TEAM LEADER

DATE

HUMAN RESOURCES

DATE

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