

JOB TITLE: Estimator**DEPARTMENT:** Construction**DIVISION:** Western**FLSA:** Exempt**DATE OF REVISION:** 08/15/16**1. PRIMARY FUNCTION**

To prepare accurate, timely and detailed permit and construction estimates for all assigned projects. Reports to the Regional Chief Estimator.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure that complete and accurate material take-offs are performed for all items of work in a timely fashion.
- Prepare scope sheets for potential bidders.
- Collect and scope-check all subcontractor quotes.
- Prepare budgets for all construction work associated with a project.
- Assemble bidders list and responsible managing subcontractor participation during project bidding.
- Coordinate estimating process with the project team.
- Read and understand all construction documents including plans, specifications and soil reports.
- Talk with subcontractors regarding scope and product issues.
- Provide support to Chief and Sr. Estimator as needed.
- Provide quantity take-off information to field operations.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide feedback on value engineering issues.
- Attend design team and construction meeting as required.
- Perform other functions as directed by supervisor.
- Provide feedback on project pricing issues.
- Assist Project Manager by providing data to facilitate purchasing.

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.

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

- Bachelor's degree in construction management, mathematics or business related field.

B. LICENSES OR CERTIFICATIONS REQUIRED:

None

C. RELATED WORK EXPERIENCE:

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

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 worked in multi-family construction in estimating departments. Familiar with different types of estimating software and basic office equipment

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

- Must be familiar with construction estimating procedures, preferably multi-family construction. Should possess knowledge of estimating software, preferably Timberline Estimating and On Center On-Screen Takeoff. Must have a good working knowledge of Microsoft Office Products (i.e. Outlook, Excel, Word). Must have excellent analytical presentation and report writing skills. Must demonstrate managerial skills appropriate with this position.

APPROVALS:_____
TEAM LEADER_____
DATE_____
HUMAN RESOURCES_____
DATE

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