

JOB TITLE: SENIOR ESTIMATOR**DEPARTMENT:** Construction**DIVISION:** Western**FLSA:** Exempt**DATE OF REVISION:** 08/29/17**1. PRIMARY FUNCTION**

To prepare accurate, timely and detailed permit and construction estimates for all assigned projects. Reports to the Regional Vice President, Preconstruction.

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 all scope sheets for potential bidders.
- Collect and scope-check all subcontractor quotes.
- Prepare complete budgets for projects from conceptual design through 100% CD documents.
- Assemble, maintain and monitor a qualified bidders list for projects.
- Coordinate with Project Managers on the maintenance of bidders/contractors list for their projects.
- Use critical thinking skills to problem solve issues on projects during design and construction.
- Assist Project Manager in selecting the vendors and subcontractors who will perform the work.
- Coordinate estimating process with the project team.
- Read and understand all construction documents including plans, specifications and soil reports.
- Verify that all bidders have received and used the latest set of construction documents.
- Provide quantity take-off information to field operations.

3. NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide feedback on value engineering issues.
- Train Estimators in department procedures.
- 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: [][] None[] 4 - 6 years[] 6 months to 1 year[] 7 - 9 years[] 1 - 3 years[] 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, and 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

The 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.