

## Estimator

Title	Estimator
Division	New Work   Pursuits Team
Office Location(s)	East Peoria
Offices Supported	ALL
Reports To	Estimating Director
Direct Reports	N/A
Last Updated	October 2021

### Summary:

Estimators will utilize their skill set and departmental systems to work as part of a project team to complete estimates, budgets, proposals, etc. as required by the company.

Estimators will have the following duties:

- Reviews project documents and coordinates with the project team to provide a complete scope of work
- Performs takeoff, quantity survey, and pricing of project systems
- Evaluation of construction means and methods / communicates areas of risk with operations
- Review work of the estimating interns assigned to the project and ensure accuracy, completeness, and prompt completion of assignments
- Participate in project briefings and debriefings
- Additional duties include updating subcontractors and suppliers in the company solicitation software, assisting in maintaining department unit price database, historical cost database, and other systems
- Progress towards lead estimator status and coordinating projects

### Key Functions:

- **Major Projects Estimate Lead / Quantity Takeoff:** Manage and lead aspects of projects competitive bid process, including complex quantity takeoff for self-perform scopes of work and a comprehensive understanding of labor productivity. In coordination with the preconstruction department, assist in preparing conceptual budgets, milestone budgets, and the competitive bidding process for CM and alternative delivery projects. Prepare and evaluate subcontractor / supplier scopes of work. Additionally, work collaboratively with the operations team to evaluate areas of risk prior to bid submission.



- **Team Structure:** In addition to working with the estimating project teams, estimators will work collaboratively with the executive team members from all office locations to develop project estimates/ or budgets. Developing and maintaining relationships with clients, design firms, subcontractors, and suppliers will be expected in this role.
- **Training and Development:** Estimator will utilize senior estimators to answer questions and provide guidance. Estimators will act as mentors and provide direction to the junior employees/ interns as they negotiate the estimating process.
- **Innovation & Technology:** Assist in maintaining estimating department systems such as material & equipment cost resources, historical project data, building square foot cost data base, etc.
- Individual should possess strong mathematical and computer skills. Proficiency with all MS Office products (Word, Excel, Access, PowerPoint)

### **Qualifications:**

- 5 – 10 years' experience
  - 4-year degree preferred
    - Construction Management, Engineering, Architecture, or Similar Field is ideal
  - Strong organization skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
  - Certifications/Licenses required = none
  - General office conditions for day-to-day work
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This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.



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Associated received: \_\_\_\_\_

Department manager: \_\_\_\_\_

Human resources: \_\_\_\_\_

Submitted on: \_\_\_\_\_