

Job description:

Construction Estimator

Title: Senior Estimator

Emphasis on: Estimating and Bidding

Reports to: Project Executive Project Managers and President

Supports: Project Executive, Project Managers, President, and Estimators

Essential Duties & Responsibilities

This job description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned. They may be subject to change at any time for reasonable accommodation or any other reason.

The Estimator is a critical position within ECS. Estimators are responsible for evaluating bid specifications and drawings, ensuring that we know everything required to successfully bid and win the project. Estimators must aggressively follow-up with general contractors and subcontractors to ensure that bids are received. Estimators also work with the Project Management teams to follow-up on bids and budgets to close the business.

Initiating business development:

- Ensuring accurate, detailed and timely estimates
- Generating project leads through ongoing professional relationships with owner and design communities
- Interact with clients and potential clients to identify and pursue potential work
- Leading the bidding process and creating pre-construction schedule for your projects and scope of work, and budgeting
- Participating in negotiating contracts, creating a company brand, obtaining new clients, and, representing ECS's vision, mission, and experience

Leading the project team through budgeting, estimating and bidding:

Bid Administration

- Prepares and maintains status of plan reproduction
- Solicits and maintains communication with contractors, subcontractors and vendors
- Prepares subcontractor bid packages
- Transmits addenda and other bid information to subcontractors
- Ensures that we have the proper coverage from subcontractors on bid day
- Contacts supply houses to obtain product pricing
- Shows creativity and resourcefulness to gain better pricing from vendors
- Submits 100% of bids and budgets by the bid deadline

Project Knowledge

- Review bid requirements thoroughly and asks follow-up question on every bid
- Has a thorough understanding of the scope for specific trades assigned
- Develops RFI's and clarifications and ensure adequate coverage
- Performs a comprehensive "bid day" analysis and scoping of specific assigned trades
- Understands how to fit ECS or subs to the size/scope of project
- Creates bid lists that fit scope of job, ensuring that we have the right subs for the project
- Minimize exclusions by "doing our homework"
- Include value-engineering ideas on every bid

Follow up & closing

- Consistently follows up on submitted bids and budgets with GC, Architect and/or owner
- Knows architects, construction managers, property managers, brokers and can close business

Project turnover

- Properly turns over bid documents and sub information to Project Management in a timely manner.
- Review drawings with Project Management team and highlight areas of concern
- Review job cost with Project Management team and highlight any subs/material vendors that still need to be awarded
- Complete project kick-off form to ensure compliance

Subcontractor award

- Thoroughly checks requirements to buy the proper scope
- Awards subs in a timely manner to ensure release of materials
- Releases materials for record only when possible
- Ensures that subs are aware of (and commit to) the project schedule
- Provide subs with as much information as possible (PM, Super, permit status, etc.)

Subcontractor management

- Seeks & qualifies new subcontractors

ECS Distinctives:

- Maintaining positive and transparent relationships with owners and subcontractors
- Finishing projects as strongly as they're started
- Mentoring other estimators and project managers
- Maintaining a proactive vs. reactive attitude and work ethic

Knowledge, Skills, and Abilities

- Ability to manage several tasks at once and exercise independent judgment related to daily administration of projects.

- Solid written and verbal communication skills, with the ability to relay highly detailed information between project managers, subcontractors, and architects/engineers.
- Demonstrated skills in organizing and evaluating information and proactively finding solutions for construction projects.
- Able to work in a team environment and communicate effectively.
- Dynamic, entrepreneurial, disciplined and organized personality.
- Build strong win-win relationships with other departments within ECS, including project management, marketing, business development, accounting, and superintendents.

Summary

- Ensure accurate estimating and bidding process
- Business Development
- Organize, facilitate, motivate, and communicate
- Set and maintain customer expectations
- Track project costs changes
- Resolve issues during budgeting, estimating and bidding