

Job Description

Job title	<i>Residential Estimator</i>
Reports to	<i>Residential Business Manager</i>

Job Purpose

The estimator will work closely with the residential divisional manager and operations manager in preparing, evaluating, and submitting concrete foundation proposals for residential construction projects. This position will frequently be communicating with clients, vendors, other estimating team members as needed. The position is a key role in the organizations efforts to procure work and grow the business.

Duties and Responsibilities

- Retrieve appropriate bidding documents to complete accurate estimates for the residential division.
- Become familiar with all aspects of the job plans and specifications. Fully understand the scope of work which may require working with the both the engineer and architect.
- Quantify concrete, rebar, void and other materials for accurate takeoffs for the scope of work.
- Orchestrate and shape the unit pricing according to the scope of work requirements with consideration to location and project type.
- Analyze subcontractor and vendor bids if required and incorporate those proposals into estimates accordingly.
- Adjust the total estimate according to template unit prices based on analysis of material, labor, equipment, other, indirect, overhead and profit.
- Write, shape, and communicate the project clarifications, inclusions, and exclusions.
- Communicate and work with customers as necessary for each bid to obtain all details for accurate estimating.
- Review cost history on completed projects and apply appropriate prices and labor factors to materials, equipment, formwork, etc.
- Maintain and update CRM with all customer information, communications, and projects.
- Maintain estimating reports and key information as needed to report in division meetings.
- Participate in new business discussions, discoveries, and communications for business development.
- Perform other duties as necessary.

Qualifications

Qualifications include:

- High School Diploma or equivalent.
- College degree preferred but not required.
- 2-5 years of experience in construction estimating, preferably in concrete.

- Proficient in understanding, reading and interpreting plans/project drawings and specifications.
- Demonstrates proficiency with spreadsheets and digitizing software. Advanced knowledge in Microsoft Excel and the Microsoft Office suite of software preferred.
- Strong mathematical aptitude required.
- Experience communicating with clients and vendors.
- Strong written and verbal communication/organizational skills.
- Ability to work well with deadlines.

Working Conditions

- Constantly works in indoor conditions, in an office environment with a computer and other typical office tools and equipment.
- Works in a typical 40-hour work week situation but will be expected to work additional hours in busy seasons.
- Will be required to occasionally meet with customers at locations of the customer's choice.
- Will be required to occasionally travel to project sites.

Physical Requirements

- While performing the duties of this job, the employee may be required to reach with hands and arms. The employee frequently is required to stand; talk or hear; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee may occasionally be required to lift and/or move up to 30+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Direct Reports

None
