



Dedicated team is seeking an experienced Residential Estimator!

## WHAT WE DO

We are men and women who believe it requires investment to be great. We're dedicated to our craft because we know the quality of our effort is seen in the concrete product we create, whether others will see it or not. Although many will never see what is below their flooring, we take great pride in providing the highest quality concrete foundation that not only looks great but will withstand the test of time.

Our team always has top of the line equipment and software to ensure a smooth process. We have been serving Colorado Springs builders, general contractors, and homeowners for 25 years and are looking forward to many more.

## THE OPPORTUNITY

Work closely with the residential divisional manager and operations manager in preparing, evaluating, and submitting concrete foundation proposals for residential construction projects. Work with CAD files to prepare for layout technicians once projects have been secured. Communicate frequently 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.

## WHAT YOU WILL BE DOING

- 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.
- Request files, review, draw and scrub CAD files for Total Station Layout Technicians.
- 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 assigned.



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## WHAT YOU WILL BRING TO OUR ORGANIZATION

- 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 & PHYSICAL REQUIREMENTS

- Work is performed 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.
- 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.

## WHAT OUR ORGANIZATION IS PROVIDING

- Hourly Pay Range: \$20 - \$25 DOE
- Health Insurance
- PTO & Holiday Leave
- 401K/Profit Sharing

Rusin Concrete provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, genetics, veteran status, or other legally protected characteristics. In addition to federal law requirements, Rusin Concrete complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.



Rusin Concrete will not discriminate or retaliate against applicants for failing to disclose wage history in accordance with applicable state law.

Rusin Concrete expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Rusin Concrete employees to perform their job duties may result in discipline up to and including discharge.