

Estimator

Job Description

The Estimator must be proficient in estimating residential projects, interpreting blue prints, developing scopes of work, soliciting vendor and subcontractor proposals, qualifying sub-contractor proposals, preparing budgets, and working closely with Project Managers and Owners. The Estimator will prepare estimates for remodels, and retrofits, and tenant improvements of existing homes. Estimate project size will likely range from small to mid-size projects. The Estimator is expected to work on multiple estimates simultaneously.

Duties & Responsibilities

Attend pre-bid meetings and/or job site to learn scope of work, and understand relationships involved.

Coordinate with Project Manager as needed to determine the project scope.

Develop project scope take offs and apply pricing for material and labor. Include specification outlines.

Builds relationships with key sub-contractors to ensure adequate bid coverage

Provide valued input, feedback and creative solutions during pre-construction efforts to help steer cost certainty during the early stages of project estimating.

Create accurate, conceptual budgets as well as detailed final construction document in competitive bid deliveries.

Qualify sub-contractor proposals for completeness and accuracy. Compare and analyze subcontractor and supplier bids and prepare competitive bid packages.

Understand project logistics and develop initial critical path project schedules.

Identify long lead time components and track accordingly.

Read, understand, log and track changes to all project drawings, specifications and documents.

Present estimate and participate in bid reviews with project and senior management to ensure accuracy and completeness.

Communicate with owners, subcontractors, and other entities to ensure competitiveness. Participate in means and method discussions to drive creative thinking and innovative ideas that distinguishes a successful estimate.

Proficiency with computers. Experience with software for estimating and quantity take offs a plus.

Excellent communication skills both oral and written. Effective presentation skills. Must have good follow through. High integrity standards are a must.

Minimum 2 years of experience in residential construction estimating. Must have knowledge of residential construction means, methods and materials, including an understanding of building codes, laws and ordinances.

Please Call Joel Walter 740 808 3264

NJW Construction