



JOB DESCRIPTION

POSITION TITLE: **Junior Estimator**

DEPARTMENT: **Pre-Construction**

LOCATION: Fallbrook, CA

REPORTS TO: Pre-Construction Manager

STATUS: Salaried, Exempt

PREPARED DATE: June 4, 2014

General Purpose:

The main responsibility of the Junior Estimator is to prepare portions of contract proposal estimates for one or more disciplines, including the determination of applicable project plans and specifications.

Essential Duties and Responsibilities:

- Actively participate in the estimating and pre-construction activities of all new projects.
- Review proposal specifications and drawings to determine scope of work and required contents of estimate.
- Analyzes plans and specifications to prepare time, cost, materials and labor estimates.
- Prepare detailed, disciplined estimates by calculating complete takeoff of scope of work.
- Consult with subcontractors, vendors and personnel in other departments to discuss and formulate estimates and resolve issues.
- Maintain files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers through direct contact, sales brochures, price lists, etc.
- Track design changes and prepare estimates for any cost impacts.
- Support other department personnel as required.
- Participate in the preparation, review, presentation and out-brief of technical and design/build & bid/build proposals in response to owner's RFP's.
- Participate in the preparation, performing, and report writing of studies regarding materials, construction methods, and cost effectiveness.
- Perform additional assignments per supervisor's request and direction.
- Ability to understand Request for Proposal (RFP) and prepare conceptual estimate based on solicitation.

Supervisory Responsibilities:

None

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education: Minimum High school diploma or general education degree (GED). College degree preferred.

Years of Experience: 1-3 years related experience and/or training; or equivalent combination of education and experience.

- Related experience and/or training or equivalent combination of education and experience.
- Knowledge of computer programs including, Microsoft Office (primarily Excel), and On-Screen Take Off and solicitation software.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Maintains quality customer service skills, a strong work ethic, and is a team player with the ability to work well independently.
- Demonstrates proficiency with estimating software and spreadsheet software and should have knowledge of word processing software, e-mail software and the use of the Internet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work performed primarily indoors with some work performed outdoors on smooth and rough terrain. Requires basic office work, including sitting, walking, climbing stairs, kneeling, bending, and configuring and operating office equipment. May need to perform visual inspections to confirm scope of work. Driving may be required – must have valid drivers license for three or more years with no more than one moving violation; proof of automobile liability insurance when driving personal vehicle.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally a good work environment. Work is performed indoors, typically in an air-conditioned room. Moderate noise level due to light traffic, computers, printers, fax/copy machines. Some travel required.