



JOB DESCRIPTION

POSITION TITLE:	Estimator	DEPARTMENT:	Pre-Construction
LOCATION:	Fallbrook, CA	REPORTS TO:	Senior Estimator
STATUS:	Salaried, Exempt	PREPARED DATE:	March 30, 2016

General Purpose:

The Estimator is responsible for preparing and/or coordinating the preparation of full estimates on large and complex projects as required by client's documents. The Estimator will perform conceptual estimates on Design-Build projects and provide complete and accurate estimates on hard bids.

Essential Duties and Responsibilities:

- Coordinates with the Senior Estimator, Project Manager, and Design-Build Manager in the initial sequencing of construction activities, outlining components such as labor, materials, equipment, and overall duration.
- Assists in the preparation of Bid Project General Conditions.
- Prepares early add/cut budget costs on Design-Build projects.
- Prepares add/cut sheets and ensures timely completion of estimates.
- Reviews estimates and revisions for completeness and accuracy.
- Reviews proposal specifications, drawings, and other documents to determine scope of work and required contents of estimate.
- Executes take-offs of construction and bridging documents.
- Inputs take-offs into estimating spreadsheet.
- Obtains pricing for materials.
- Obtains bids and early budget numbers from subcontractors
- Creates Scopes of Work for each trade to review with Subcontractor.
- Creates and manages Analysis Tab Sheets for bid day.
- Prepares cost analysis in computer by summarizing material, labor, equipment, subcontractor and overhead costs incurred in the installation of items.
- Informs immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database.
- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Follows cost analysis through design development.
- Manages the VCCs throughout Design Development.
- Identifies and leads the implementation of initiatives that create increased estimating accuracy and efficiencies.
- Takes ownership in creating and contributing to a collaborative work environment resulting in a culture of "Ownership" by the estimating group.
- Creates and maintains positive relationships with designers and key subcontractors, including small business.
- Actively participates in the estimating and pre-construction activities of all new projects.

- Participates with corporate and project management to determine what types of projects to bid, strategies, techniques, etc.
- Prepares detailed, disciplined estimates by calculating complete takeoff of scope of work.
- Maintains 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.
- Updates and maintains historical cost library data.
- Reviews design options and makes recommendation for best solution based on cost, engineering quality, or availability of materials.
- Participates in the preparation, review, presentation and out-brief of technical and design/build proposals in response to owner's (specifically, NAVFAC/COE) RFP's.
- Participates in the preparation, performing, and report writing of studies regarding materials, construction methods, and cost effectiveness.
- Performs other duties as assigned.

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 / Years of Experience: High school diploma or general education degree (GED) or five to eight years of related experience and/or training or equivalent combination of education and experience

- Ability to read and interpret documents such as blueprints, Requests for Proposals, safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of customers or employees.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage and to draw and interpret graphs.
- 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.
- Ability to recognize and comment on design and construction durations.
- Collaborate and communicate effectively with co-workers, consultants, and subcontractors.

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.

- 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”

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information.

Problem-Solving – Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Capable of speaking the language of business.

Planning/Organizing – Prioritizes and plans work activities and uses time efficiently.

Quality – Demonstrates accuracy and thoroughness and monitors own work to ensure quality.

Adaptability – Adapts to changes in the work environment, manages competing demands and is able to deal with frequent changes, delays or unexpected events.

Dependability – Is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.

Safety and Security – Observes safety and security procedures and uses equipment and materials properly.

Attention to Detail – Using attention to detail prioritizes and organizes work to achieve accurate results prior to deadlines.

Customer Focus – Establishes "partner" relationship with customers. Dedicated to meeting internal and external customers needs.

Initiative – Seeks out and seizes opportunities. Resourceful, achieves results despite lack of resources. Pushes self and others for results.

Listening – Listens for content, context, emotional content of message. Responds to directions, suggestions, and ideas.

Time Management – Uses time productively by organizing day in advance and integrating goals.