



Job Title:	Estimator
Department:	Estimating
Job Grade/Level	
Position Supervisor:	Ryan Tovey
Reports to this Position:	N/A
Location:	Wayne, NE

Job Purpose/Summary: • Estimating is a valuable part of our organization. The Estimator is responsible for providing costs associated with a specific project by evaluating schematic and construction drawings and documents. The Estimator is critical in ensuring we know the complexity of a project as well as successfully bid and win a project. The Estimator will work closely with the sales team in providing information to them in a timely comprehensive manner, as well as communicate with the design team to optimize design solutions. At times, the Estimator may need data sheets and CAD images to reinforce the proposal and assist in the closing of a sale.

Principal/Main Responsibilities and Tasks:

- Creating necessary 2D or 3D drawings to complete a take-off of materials for a specific project.
- Obtaining bids from vendors and sub-contractors for the completion of a project estimate.
- Preparing cost estimates and proposals from preliminary design through the construction phase.
- Responsible for protecting the integrity of the pricing strategy defined by the Chief Financial Officer
- Resolving cost discrepancies and collecting and analyzing information.
- Reviewing bids and drawings with Project Manager, Shop Manager and Crew Chiefs when necessary.
- Ability to meet hard deadlines on specific projects.
- Ability to multi-task with excellent follow-up skills and work efficiently under tight deadlines.
- Identifying creative ways to deliver additional profit if possible.
- Including Value-Engineering ideas on such projects if/when applicable.
- Ability to document and report job progress clearly.

Minimal Knowledge, Skills and Abilities Required:

- Background in Building Construction, Construction Management, Drafting and/or Architecture.
- Detail-oriented with excellent analytic and problem-solving skills.
- Ability to read Schematic and Construction Documents.
- Strong written and verbal communication and customer service skills.
- Must be self-motivated and punctual.
- Must be a team player and be able to follow instructions.
- AutoCAD, Revit and Sketch-up knowledge and understanding. 3D modeling abilities strongly encouraged.
- Proficient in Microsoft Excel.

Employee Signature _____ Date _____

Manager/Supervisor Signature _____ Date _____