

## Estimator

Reports to: VP of Preconstruction  
Date: 10/31/06

Department: Preconstruction

**Job Function:** Under indirect supervision, is responsible for all aspects of estimating including quantity takeoff and interface with subcontractors and suppliers.

### Duties and Responsibilities:

1. Responsible for quantity takeoff and bid solicitation in timely manner to meet project deadlines.
2. Helps determine necessary resources for projects based on cost estimates.
3. Reads and understands blueprints and drawings.
4. Reads and understands specifications and bid documents.
5. Interfaces with vendors and assists to maintain database.
6. Communicates with subcontractors and vendors to coordinate and expedite bids
7. Utilizes estimating software.
8. Utilizes Microsoft Project scheduling and Screen Takeoff softwares.

**Education:** Associates degree in Construction Management or Engineering.

**Preferred Education:** Bachelors degree in Construction Management.

**Minimum Experience:** 1-5 years Estimating experience. Efficient with Microsoft Office. Willing to learn Estimating programs and Access.

**Attributes:**

Organizational Skills	Attention to Detail
Communication Skills	Thorough
Dependable	Time Management
Flexibility	Attentive listener
Consistent	Adaptability

**Administrative Skills:**

- Strong organizational skills.
- Ability to organize and execute multiple projects.
- Ability to communicate effectively with all levels.
- Ability to follow policy and procedures.
- Excellent verbal/written skills.
- Ability to function in a high paced environment.

**Machine Skills:** Computer, calculator, telephone, copier, fax, digitizer.

<b>Working Conditions:</b>	Physical effort (up to 40 pounds).
<b>Physical Demands:</b>	Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.
<b>Physical Strength:</b>	Sedentary work. Occasional lifting/carrying up to 40 pounds.
<b>Vision Requirement:</b>	Ability to adjust vision to bring objects into focus.
<b>Math:</b>	Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple percentages.
<b>Communicate:</b>	Ability to represent the organization in a professional and positive manner.
<b>Contacts:</b>	Exchange information with employees, co-worker, subcontractors and vendors.

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