

## Estimator

The Estimator is responsible for analyzing project plans, developing scopes of work, and preparing detailed cost estimates.

### Job Responsibilities:

- Review plans and architectural drawings; prepare quantity take-offs on assigned projects.
- Ensure a complete review of plans and drawings. Identify items that have been omitted and ensure appropriate accounting for such items in overall estimate package that represents the full scope of the project.
- Solicit subcontractor bids for assigned projects. Obtain a minimum of 3 bids for each trade and supplier group. Review and analyze bids for conformance to project specifications, price, material quality and related items. Discuss and resolve any questions with subcontractor prior to submission of final estimate.
- Follow approved estimating practices consistent with company guidelines. Ensure such practices result in the most complete estimates possible while ensuring the financial objectives are met.
- Maintain current information on trends in and changes to existing construction codes in order to ensure complete bids from subcontractors and material suppliers.
- Utilize appropriate software programs to calculate, record and track estimates. Maintains skills at utilizing appropriate software to provide optimal job performance.
- Provide other services as directed including change order pricing.
- Organize and manage a centralized cost estimating database and a formal process to support cost estimating to ensure historical data is utilized.
- Analyze completed projects to compare estimated costs to actual costs and determine the reason for any discrepancies.
- Provide improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs.

### Qualifications

- 5+ years of work experience in estimating residential construction.
- Knowledge of construction cost control and basic accounting procedures.
- Advanced proficiency in MS Office - Microsoft Word & Excel.
- Possess analytical skills and research skills to define and solve problems.
- Ability in assessing and prioritizing multiple tasks, projects and demands.
- Excellent organizational, interpersonal, verbal and written communication skills. Must possess a positive, "can do" attitude.
- Travel to the site, and off-site locations will be required.

We offer competitive pay, excellent benefits (health, vision, dental), 401k, paid holidays, and paid vacation.

Job type: full-time