Construction Project Estimator

Employment Type: Full Time
Experience: Entry to Mid-Level

Job description:
The Estimator is integral to the bidding, estimating, tracking, and management of home construction and renovation projects that vary in size, scope and complexity across a diverse customer base. The Estimator will prepare complete and competitive construction estimates, scope of work, specifications and bid-related documentation for all projects. The Estimator will work with Project Managers and Office Manager throughout the course of projects to track and modify estimated costs vs. actual costs. The Estimator will provide estimates during the project for requested and encountered change orders. The successful candidate will provide business development support for planning, modelling, growth, tracking and other related functions.

Major Job Tasks:
• Attends client meetings and assists with determining, tracking, and executing project requirements.
• Reviews proposals, specifications, and drawings. Attends pre-bid and other meetings to determine scope-of-work and required contents of project estimates.
• Obtain and evaluate multiple estimates and quotes from vendors and subcontractors as required to build estimate and scope of work for various projects.
• Creates and/or reviews final estimate packages in concert with management/operations personnel prior to formal quotation for accuracy and completeness.
• Uses project planning, budgeting, and scheduling software and other tools to develop labor, subcontractor, equipment, material, and other project resource requirements, project construction, and project metrics.
• Participates in client presentation meetings as requested.
• Tracks awarded projects and compares original budgets or projections with actuals and ensures suitable job costing including change orders, out-of-scope work, extra work items, credits, overruns, etc.
• Assists with developing business plans and models to foster positive and progressive growth.

Requirements:
• Estimating experience in residential and commercial new construction and renovation.
• BS in Construction Management preferred.
• Computer skills including Excel, Word. Aptitude for learning construction management related software.

Benefits:
• Competitive wage
• Retirement plan
• Stipend for Health Insurance
• Holiday and sick pay
• Paid vacation time