



Estimator

Expected Experience:	A bachelor's degree in a construction related field and/or technical field min of 5 years' of pre-construction experience in commercial building in the \$5-\$10+ million range preferred
Reports To:	Sr. Preconstruction Manager
Job Family:	<i>Pre-construction</i>
Pay Grade:	<i>To Be Determined</i>
FLSA Status:	<i>Exempt-Executive</i>
Date Revised:	<i>June 19, 2014</i>

Position Purpose: Estimators are responsible for evaluation bid specifications and drawings, ensuring that we know everything required to successfully bid and win the project.

Responsibilities:

- Solicit subcontractor and supplier bids, electronically and verbally.
- Review bid documents and perform quantity take-offs.
- Order and distribute bid documents.
- Participate in pre-bid conference, if applicable.
- Visit proposed site to determine existing conditions.
- Monitor sub-bidders' participation during the bid process to assure proper coverage.
- Consult with project manager and superintendent concerning schedule and special construction considerations.
- Input take-off data into computer estimating program.
- Set-up bid tabulation forms with critical questions.
- Prepare Qualification Attachment to the bid form.
- Arrange for bid bond if required.
- Arrange to have insurance company review project insurance requirements.
- Provide management with a copy of the contract for review.
- During the bid process, submit and follow-up on RFI's to the architect.
- Participate with pre-construction services team members during the bid-day process.
- Analyze and tabulate sub bids.
- Compile post-bid file.
- Update sub/supplier database.
- Prepare conceptual estimates from limited information with supervision
- Participate in project interviews

Other

- Demonstrates proper performance of skills reflected and validated by the annual performance assessments.
- Adheres to Rogers-O'Brien policies, procedures, all safety plans, and all standards imposed by regulatory organizations

Supervision



- Assistant Estimators

Computer skills

- OTS
- Microsoft Office
- Timberline (preferred)

Physical Requirements

- Constant adequate range of motion and mobility required.
- Regular sitting or standing, bending or stooping, and the ability to carry equipment and other such items as packaged material weighing up to 20 pounds
- Frequent talking and the ability to express and exchange ideas by means of language
- Regular hearing and the ability to perceive the nature of sounds
- Regular near acuity with clarity of vision at 20 inches or less required
- Constant ability to read, record or type data quickly and accurately required
- Typical ability to collect and analyze numerical and written data and verbal information to reach logical conclusions and ability to determine the time, place and sequence of operations or actions required

Environmental/Working Conditions

- Ability to work under and handle stress in an appropriate manner required.
- May be exposed to high, medium, or low noise intensity.
- Constant contact with co-workers required.
- This is a full time position. Regular and punctual attendance is an essential function of the job.
- Must be willing to travel if necessary.

Machinery/Tools/Equipment Requirements

N/A

This description is a general statement of required essential functions performed on a regular and continuous basis. It does not exclude other duties as assigned.

Signed

Date