



Estimator

*Salary commensurate with
experience*

DEFINITION:

Under general direction, perform complex and highly detailed construction estimates and proposals; and perform related work as required.

DISTINGUISHING CHARACTERISTICS The incumbent performs complex and highly detailed material take-offs and estimates related to Holloway Construction, Inc.'s business development. This classification is characterized as accurate, diligent, analytical, and must take on each job and make accurate and timely estimates while looking to improve future estimates and results—the incumbent reports directly to the President.

EXAMPLE OF DUTIES:

Duties include but are not limited to those described below. Reasonable accommodation will be made when requested and determined by the Holloway Construction, Inc. to be appropriate under applicable law.

Developing estimates and bids for construction projects; completing subcontractor and material take-offs to gather information for proposals; reading plans and specifications; understanding and navigating building codes; reviewing sites and gathering information for estimates for work on existing buildings; designing solutions for customer problems; operating estimating system to develop bids and estimates; receive quotes for materials and subcontractors associated with projects; effectively communicate with vendors and subcontractors to receive quotes; evaluation of bids and vendor quotations; review and finalize SOWs and RFPs; maintain and transmit data on construction and material cost trends.

Ensures safety, scheduling, team development of the project while meeting customer expectations; understands contracts; establish project objectives, policies, procedures, and performance standards; collaborate with clients, project leads, team members, and subcontractors; collaborate with engineers, architects, etc. to determine the specifications of the project. Prepare estimate presentations, special studies, budget control reports, and estimating documents for projects and client presentations.

MINIMUM QUALIFICATIONS:

Any combination of education and relevant experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Education: Equivalent to completion of a bachelor's degree or equivalent experience. (Successful completion of coursework in estimating is preferred.)

Experience: Minimum 4 years of responsible technical or commercial construction estimating experience, preferably in a construction firm operation. Degree or Certificate in Civil Engineering, Construction Management, Construction Engineering, Structural Engineering, Architecture, or Engineering preferred. Strong proficiency in developing constructions estimates and materials take-offs (concrete, lumber, metal studs, and drywall, etc). Applications include, but not limited to Sage, Word, Excel, Outlook, and MS Project.

Knowledge of: Principles, practices, and procedures of construction/governmental; ability to read and navigate plans and specifications, principles and practices as applied to a wide variety of estimating transactions; principles and techniques of effective oral and written communication; operation of modern office equipment, including business computers, software applications, and integrated estimating software systems; mathematics and computations used in estimating; knowledge of all scopes, systems, and assemblies. Estimates vary from design-build, guarantee maximum price estimates, time, and materials, to stipulate sum bids. Strong working knowledge of construction methods, provide a purposed construction schedule, excellent analytical skills.

Ability to: Independently perform complex and highly responsible sub-professional estimating requirements; ability to network with vendors and subcontractors; strong mathematical skills; detail orientated; attention to detail; ability to consider aspects developing competent estimates to include manufacturer requirements, building codes, and insurance requirements; ability to complete full quantity take-offs to support accurate estimates for all disciplines in commercial and public work projects including, but not limited to civil and site work, structural, concrete, finishes, mechanical and electrical. A complete understanding of the interrelationship of the cost of labor, material, equipment, and productivity in the unit's costs used at each level of an estimate.

Able to devise and adapt work procedures, forms, spreadsheets, and record-keeping to meet changing needs, laws or regulations, and Holloway Construction, Inc.'s policies or procedures; understand the relationship between accounting records and documents for recording and reporting purposes; independently reconcile discrepancies within the assigned system; establish and maintain effective work relationships; accurately and within established guidelines assist Holloway Construction, Inc. with questions or the resolution of discrepancies; follow safe work practices as directed and trained; ability to reach deadlines and produce quality work.

SUPPLEMENTAL INFORMATION:

Overtime Status: Non-Exempt

Probationary Period: One Year