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| **Job Title:** | ***Estimator*** | **Reports To:** | ***Operations*** |

**Job purpose**

The Estimator roll works with Operations to estimated earthwork, underground utility and structural concrete bids for residential and commercial projects.

**Essential Duties and Responsibilities**

* Attend pre-bid meetings and/or site visits
* Review and understand all project related documents, bid requests, plans, specifications and other related bid documents
* Identify scope of work requirements
* Receive and evaluate subcontractor and vendor proposals/bids
* Produce accurate and timely quantity takeoffs and cost estimates
* Prepare earthwork calculations including stripping and cut and fill volumes
* Review and maintain historical pricing data
* Prepare project schedules
* Prepare final bid proposal and required bid documents for submittal to the client
* Responsible for Project and Estimation data entry into HCSS Heavy Bid/QB Premier
* Assists Project Managers with submittals, as-builts, change orders and progress billings.

**Qualifications**

**Education/Experience:**

* Bachelor’s degree in Civil Engineering, Construction Management or an equivalent degree or equivalent work experience.
* Three (3) or more years’ experience in construction estimating
* Education or hands on experience in materials, methods of construction and costs associated

**Competencies**

* Ability to understand and read with high proficiency construction blueprints including civil/structural plans, profile views, elevations and details
* Proficient in Microsoft Office Suite (excel, word and outlook), Bluebeam, Microsoft Project, HCSS Heavy Bid, InSite Sitework and CAD software
* High ability to organize technical data in a neat and accurate method
* Strong prioritization of time sensitive tasks, meeting strict deadlines
* Excellent written and verbal communications skills; must be able to work closely with project owners, architects, engineers, vendors and subcontractors

**Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is may be exposed to work in high, precarious places and unleveled working surfaces. The noise level in the work environment is usually moderate to loud.

**Physical requirements**

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to walk, sit, stand and use hands to finger, handle, or feel objects tools or controls; talk and hear. Employee must be able to operate a motor vehicle.

**Direct reports**

**Supervisory Responsibilities:** This position does not have supervisory responsibilities.

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| Approved by: |  | Signature: |  |
| Effective date: |  | Author: | Human Resources |