

Summary Description:

Responsible for active participation in all pre-construction activities, from conceptual schematic design through design development to detailed construction documents. Support Project Managers throughout the project by providing material and labor cost data support.

Essential Job Duties and Responsibilities:

- Create estimates and detailed proposals based on internal collaboration with the estimating and project management teams and external communication with clients, architects, subcontractors, and others.
- Develop estimates through identification of known specifications and features for self-performed and subcontractor work and establish reasonable allowances for undefined or unknown variables.
- Assist in vetting subcontractor proposals.
- Actively participate in project kick-off meetings to ensure successful hand-over to the project team.
- Support project team with pricing information, material options, subcontractor options, local market pricing, and recommendations on the same.
- Actively participate in end of job meetings with Project Managers to discuss lessons learned and improve the estimating/project management cohesion on future projects.
- Other duties as assigned.

Minimum Qualifications:

- Associate's degree or equivalent in Construction Management, Engineering, or a related field.
- Prior construction project experience.
- Ability to effectively and clearly communicate verbally and in writing.
- Ability to work independently, adhere to deadlines, and adapt with multiple shifting priorities.
- Excellent analytical and independent problem-solving abilities.
- Comprehensive math skills.
- Basic computer skills, including working knowledge of Microsoft Office software.
- Able to navigate 3D models in multiple viewers and programs
- Ability to review, understand, and explain precision technical plans, blueprints, drawings, and models.
- Basic knowledge of materials, design and building methods, and the tools involved in the construction of complex structures.
- Basic knowledge of safety practices and all OSHA rules and regulations.

Preferred Qualifications:

- Bachelor's degree or equivalent in Construction Management, Engineering, or a related field.
- Prior construction project estimating experience.

Physical Demands and Work Environment:

- This job primarily operates in a professional office environment and must be able to operate standard office equipment.

- Must be able to twist, stoop, bend, squat, kneel, crawl, climb ladders, climb stairs, walk on uneven ground, see colors, have depth perception to avoid hazards, hear well enough to recognize the sound of horns on moving equipment, and have good finger manipulation. There is constant lifting of 10 pounds, periodic lifting of 25 pounds, and maximum single person lifting of 50 pounds.
- On project sites, the incumbent must be able to act competently and safely and ensure continuous safety and productivity of others on site.
- On project sites, may be exposed to loud noises, extreme heat and cold (both weather and non-weather related), dust, and hazardous materials.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

- **Reports to:** Lead Estimator
- **Direct Reports:** This position has no supervisory responsibilities.

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