

Job Title: Estimator

Department: Preconstruction / Estimating

Reports To: Estimating Manager or Director of Preconstruction

Position Summary

The Estimator is responsible for preparing accurate cost estimates for construction projects by analyzing project plans, specifications, and other documentation. This role evaluates labor, material, equipment, and subcontractor costs to determine project budgets and support competitive bidding. The Estimator collaborates closely with project managers, engineers, subcontractors, and vendors to ensure estimates are accurate and aligned with project requirements.

Key Responsibilities

- Review and analyze project drawings, specifications, and other documents to prepare detailed cost estimates.
- Quantify materials, labor, and equipment needed for projects.
- Solicit and evaluate subcontractor and supplier bids.
- Develop and maintain cost databases and estimating tools.
- Prepare and submit bid proposals and budget estimates.
- Identify potential risks, cost-saving opportunities, and value engineering options.
- Coordinate with project managers, engineers, and other stakeholders during the preconstruction phase.
- Track and compare actual costs to estimated costs for future estimating improvements.
- Attend pre-bid meetings and site visits when required.
- Ensure estimates comply with company standards and project requirements.

Qualifications

- Bachelor's degree in Construction Management, Engineering, or a related field preferred.
- 3+ years of estimating experience in construction or a related industry.
- Strong understanding of construction methods, materials, and processes.
- Proficiency with estimating software and tools (e.g., Bluebeam, PlanSwift, Procore, Excel).
- Ability to read and interpret construction drawings and specifications.
- Strong analytical, organizational, and communication skills.
- Ability to manage multiple projects and meet deadlines.

Preferred Skills

- Experience with commercial, residential, or industrial construction projects.
- Knowledge of cost control and project budgeting practices.
- Strong negotiation and vendor management skills.

Work Environment

- Office-based with occasional visits to job sites or pre-bid meetings.
- May require extended hours during bid deadlines.