



ESTIMATOR

REPORTS TO: Senior Estimator

PRIMARY FUNCTION:

Prepare cost estimates including labor, material and subcontract costs, derived from reviewing plans and specifications in order to submit bids or proposals for construction work as directed by Senior Estimator.

TYPICAL DUTIES:

1. Review proposal specifications and drawings to determine scope of work and required contents of estimate.
2. Prepare discipline estimates by calculating complete takeoff of scope of work, utilizing in-house procedures and checklists.
3. Maintain files of working documents as back-up for estimate figures.
4. Support other department personnel as required which may include preparing estimates in other disciplines.
5. Review design options and recommend best solution based on cost, engineering, quality, and/or availability of materials.
6. Negotiate and prepare subcontract agreements and purchase orders for all construction projects.
7. Perform value engineering tasks as required.
8. Maintain organized accurate documentation of cost estimate activities and communications.
9. Utilize RedTeam as a data base of subcontractors and suppliers to be used for bid solicitation.
10. Adhere to bidding requirements set forth by bid documents for a given project.

11. Archive bid results in RedTeam.
12. Perform additional assignments per supervisor's direction.

Job Specifications:

- 2-year engineering degree or equivalent combinations technical training and/or experience.
- 2-5 years estimating, controls and/or engineering experience related to similar facility construction.
- Advanced knowledge of assigned discipline, estimating techniques and cost control.
- Ability to operate and interpret computerized cost data and systems.
- Acute organizational skills.

HOW TO APPLY:

Send cover letter and resume to joinourteam@willowconstruction.com