

Estimator

Job Description Summary

Overall planning and management of estimating activities for specific construction projects, including preparation, interpretation, and presentation of estimates.

Position Responsibilities and duties

- Review project plans, requirements, and specifications
- Prepare accurate quantity takeoffs and materials pricing
- Coordinate subcontract solicitations and job walks
- Determine labor and construction equipment costs
- Prepare conceptual estimates
- Meet and maintain bidding and work schedules
- Submit requisitions for purchase of materials
- Compare competitive trade bids
- Review preliminary quotes and pre-bid estimates with Project Manager Secure all bid documents (bid forms and quote letters)
- Prepare subcontractor bid list and submit drawings to subcontractors
- Participate in bid compilation on bid day
- Assist jobsite staff with estimates after bid award
- Perform post-bid buyouts (if applicable)
- Maintain good relationship with suppliers and subcontractors
- Supervise and train estimating staff (if applicable)
- Complete other responsibilities as assigned

Minimum Skills or Experience Requirements

- Engineering, Construction Management or Architectural degree, or equivalent combination of education and experience
- 3-5 years Estimating or Project Management Experience, preferably with Concrete knowledge
- Ability to read and understand specifications and drawings
- Ability to make accurate judgments and calculations
- Working knowledge of construction costs and principles
- Estimating experience (quantity takeoffs, purchasing accounting; engineering design knowledge and project management experience desirable)
- Drafting and computer skills
- Knowledge of all MS Office products (Word, Excel, PowerPoint), Onscreen Take-off, Quick Bid, Procore Construction Management, Foundation Accounting Software

Bonus Eligibility: Annual performance-based bonus opportunity typically ranging from **20–25% of base salary**, based on individual performance, quality of work, attention to detail, organization, accuracy, workload management, client/vendor satisfaction, and overall company performance. Bonus amounts are discretionary and not guaranteed.

Schedule: Monday–Friday

Position Type: Exempt, Full-Time

Compensation: \$100,000–\$120,000 annually

Benefits: 401(k), Medical, Dental, and Vision Insurance.