

GC - Construction Estimator

Duties and Responsibilities

The person in this position will fully and directly interact with the project management staff of the company, participate as part of the construction team from budget development to project completion and close out, develop subcontractor relationships, coordinate overall construction schedule.

Qualifications (Knowledge, Skills and Ability Requirements)

- * Construction management degree or equal preferred
- * Min 3 years general construction estimating/ management experience
- * Thorough understanding and comprehension of spec book adherence
- * Experience with juggling multiple competing demands in a fast-paced environment
- * Exemplify a team player, having good organizational skills and ability to execute project task
- * Exhibit high level of interpersonal skills and the ability to handle sensitive and confidential information and situations with poise, tact and diplomacy
- * Possess excellent verbal and written communication skills as well as computer proficiency in
- * On Screen Take Off, Estimating Software, Timberline, MS Word, Excel, Project etc.

Project Bidding:

- * Drawing and specification review
- * Qualify subcontractors and vendors
- * Drawing and specification distribution to subcontractors and vendors
- * Collection of quotes and proposals
- * Prepare conceptual, schematic and hard bid estimates
- * Evaluate subcontractor bid proposals
- * Perform bid negotiations to reconcile bids to budgets
- * Prepare cost comparisons, proposals and market trend analysis for clients
- * Perform detailed quantity surveys
- * Verify pricing on materials and labor
- * Provide value engineering solutions
- * Coordinate collecting information from consultants that is needed to prepare estimates
- * Develop and maintain cost databases
- * Enlarge our stable of qualified subcontractors and vendors.

Project Cost Controls:

- * Assist in project budgeting development.
- * Project subcontractor and vendor scoping, buyout, negotiations.
- * Assist project team in preparation of subcontractor contracts.
- * Communicate with the subcontractors and vendors on project status, progression, change orders, coordination conflicts

Please forward your resume by email or fax to 571-766-0952