



**SITE CONSTRUCTION
MANAGEMENT**

Job Title: Estimator

Reports to: Senior Estimator

Date Approved: June, 2017

FLSA Status: Exempt

Position Description:

Estimators are responsible for attending pre-bids, pre-proposals, and site visits which will require the ability to generate questions and translate this information back to the Estimating team. Short term goal for this position will be for him/her to develop estimates and cost information for the estimating team's review. Estimating position preferred to have previous experience in construction estimating that includes multifaceted civil work including urban drainage, utility, roadway, bridge, and large acreage park development.

Secondarily, the successful candidate will be working in parallel with:

- ✓ Project managers & project administration (Internally)
- ✓ Business development / marketing administrator (internally)

Essential Functions:

- ✓ Develop quality take offs and incorporate them into ECI's estimating system
- ✓ Develop subcontractor relationships, and manage subcontractor bid solicitations.
- ✓ Review past estimates, purchase orders, subcontracts, and job costing reports to incorporate into production rates and unit costs in order to generate quality estimates
- ✓ Actively research and gather information on potential bids and proposals
- ✓ Communicate with vendors and suppliers to gather product information and gather current costing rates
- ✓ Review proposals specifications, drawings, attend pre-bid meetings, and site visits to determine the projects scope of work and develop an approach for estimates
- ✓ Set up projects in heavybid and help maintain up to date information in HCSS
- ✓ Read and understand key components of geotechnical reports
- ✓ Help maintain change orders for ongoing projects between the project managers and estimating team
- ✓ Participate in ECI project interviews as applicable and any other essential function as outlined by lead estimator

Qualifications:

1. Bachelor degree in construction management or similar with 1-5+ years of construction experience
2. Strategic, collaborative self-starter who is creative, persistent and results-driven.
3. Experience with and proficient using Heavy Bid (or similar estimating software)
4. Strong leadership and communication skills
5. Acute attention to detail in a professional atmosphere
6. Demonstrated ability to multi-task. Proficient in Microsoft applications

ECI Site Construction reserves the right to modify this description at their discretion. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Acknowledged and Accepted

By:

Employee Name (Please Print)

Employee Signature

Date