



The estimator is responsible for ensuring the timely and accurate preparation of cost estimates of potential commercial projects. We are seeking an assertive, dynamic, ambitious individual who thrives in a conceptual and detail based environment. The estimator must be able to work well with owners, tenants, subcontractors, vendors, and industry professionals.

Must have knowledge in project budgeting, planning and execution. As well as knowledge of contracting, negotiating, and scheduling. Must be able to read construction blueprints, plans/drawings.

Estimator must have the ability to multitask, prioritize, and have exceptional organizational skills. S/he must be familiar with concepts, practices, procedures, technologies, and various programs within the construction field.

Estimator must to be able to multi-task, be a master at managing time and communicate well with a variety of different personalities. Additionally, estimator must be willing to travel up to throughout Southern California and may require extended overnight stays.

POSITION RESPONSIBILITIES AND DUTIES:

- Prepare estimates for potential projects for hard-bid project, design build projects, and conceptual estimates
- Attend pre-bid meetings, conducts site inspections, evaluates specifications, prepares RFIs, and collects adequate data to determine bid/no-bid decision with Principle
- Conducts take-offs, evaluates specifications, considers past performance, sources subcontractor bids, develops preliminary project schedules generating accurate and complete competitive bids with company acceptable margins
- Ensures up to date, complete and accurate records, budgets, schedules, unit pricing, and entries into project management and accounting systems.
- Communicates with subcontractor to clarify discrepancies in documents, pricing, and review the scope of work and exclusions.
- Prepare estimate formats in such areas as general conditions, general bidding, quantity take-offs and bid analysis.
- Identifies special requirements in technical specifications
- Interprets soils and hazardous material reports
- Prepares bid packages, list of exclusions, clarifications, and interpretations
- Establish and maintain working relationships with vendors, subcontractors, industry professionals, and public agencies
- Implement good judgement and risk reduction practices to protect interest of company and reduce potential liabilities
- Prepare cost analysis
- May perform as project or assistant project manager for short-term projects
- Recognizes productivity impacts such as weather, shifts, location, labor availability, etc.

OBJECTIVE OR GOALS TO MEASURE PERFORMANCE:

- Accuracy of the estimates developed



- Profitability of the project after project completion
- Accuracy of the scope evaluation of the subcontractors and vendors, and the maintenance of the corporate estimating data base

KNOWLEDGE, SKILLS & ABILITIES

- You are a self-starter with strong analytical, mathematical, written and communication skills, and ability to work in Microsoft - Outlook, Word, Excel, and Microsoft Project.
- Working knowledge of construction management software including BidMail and other estimating software
- Excellent time management skills with the ability to work under pressure, meet tight deadlines and manage multiple projects at one time
- Knowledge of all federal/local laws and regulations, quality control, and safety standards
- Keen attention to detail, developing schedules, project critical paths, material procurement, etc.
- Ability to read and interpret blueprints, and understand contract documents including plans, specifications and addendums

REQUIRED QUALIFICATIONS

- 2+ years' experience in commercial and at least 1 year of retail and medical construction experience; must demonstrate the ability to work on hard-bids, design-build, and conceptual estimating
- Bachelor's degree in civil engineering, construction management, and/or related fields; extensive work experience will be considered in lieu