

Sr./Chief Commercial Construction Estimator:

The primary objective of this position is to oversee the process and resources that provide quality pre-construction services to both internal [Account Managers] and external clients and review the progress of existing projects to ensure their completion within the parameters of the established project budget. This position reports to and receives direction from the Preconstruction Director. General Responsibilities

Responsibilities:

- Ensure overall responsibility for accuracy and completeness of Total Project Estimate.

Conduct initial analysis of drawings and specifications to ensure required document is complete and available for Project Cost Estimate.

Attend pre-construction meetings; organize kick-off meeting and provide kick-off sheet meeting minutes to estimating staff to begin the estimating process.

Coordinate document distribution to estimating team through technical assistant staff to ensure proper dissemination and coordination of information that affects overall estimate.

Solicit specific project pricing from vendors and/or sub-contractors; obtain building permit quotes through appropriate agency.

Coordinate and participate in quantity survey and detailed pricing for all disciplines; coordinate resource requirements with PreCon Director.

Develop key vendor list as directed by PreCon Director to ensure database of subcontractors and suppliers is current.

Develop cost format that facilitates owner's needs for information using company selected software (i.e. Excel, Timberline).

Monitor the time and cost of estimating assignments to ensure internal departmental costs are accurately managed.

Coordinate administrative assistants with filing of drawings and correspondence for each project.

Provide detailed general condition estimates and coordinate with operation personnel when required to support cost estimates.

Coordinate estimates for the cost of estimating department man hours in response to RFP's for pre-construction service.

Provide benchmarking material for all projects.

Manage time and cost of pre-construction services based on budget quoted by VP or Operations..

Participate in Business Development pursuits and presentations.

Obtain specialty insurance coverage costs and requirements.

Senior Estimator responsibilities

- Train and develop senior estimators and estimating staff.

Participate in outside industry organizations (i.e., ISPE, ASPE etc.).

Coordinate/develop narrative that accurately describes level of quality and scope of cost estimate.

Develop and lead conceptual cost model development.

Develop and lead value engineering solutions to meet client needs and budgets.

Desired Skills and Experience

Preferred candidate will possess 4-10 years of estimating experience, "specifically in the commercial construction industry pursuing commercial high-rise, higher education, mixed use, entertainment, and/or mission critical projects".

Skills

Highly proficient in selected company technology as related to Preconstruction specific use of prescribed systems such as Microsoft Applications, xPRES applications, INSITE, Grade Beam/iSqFt, etc.

Ability to manage/lead a Team of estimators in assembling a Total Project Cost Estimate.

Ability to gather, understand and communicate to staff information regarding a project.

Excellent communications skills both written and verbal.

Requirements

College degree in Engineering, or Construction Management.

Minimum of 10 years experience in Cost Estimating/Preconstruction