



## Estimator

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<b>Department:</b> Estimating	<b>Approved by:</b> President
<b>Reports to:</b> Director of Pre-Construction and IT	<b>Revision Date:</b> September 30, 2016
<b>FLSA Status:</b> Exempt	<b>Supervisory Role:</b> No

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### Essential Duties and Responsibilities

Analyze blueprints, specifications, proposals, and other documentation to prepare time, cost, and labor estimates for products, projects, or services by performing the following duties:

- Reviews data to determine labor, equipment, material and subcontractor requirements and prepares itemized lists.
- Read, understand and interpret project plans, specifications and bid documents.
- Required attendance at pre-bid meetings.
- Computes cost factors and prepares estimates used for management purposes such as planning, organizing, and scheduling work; preparing bids; selecting vendors or subcontractors; and determining cost effectiveness.
- Lead estimate review meetings with other department estimators and Estimating Manager.
- Consults with clients, engineers, vendors, subcontractors and/or other individuals to discuss and formulate estimates and resolve issues.
- Analyze plans and specifications for constructability problems and resolve with department colleagues.
- Develop a listing of questions on project bid estimates for submission to owner purchasing departments to resolve bid document problems/issues prior to bid.
- Interfaces with other individuals in the organization to obtain support and commitment to the cost estimates.
- Analyze completed projects to compare estimated costs to actual costs and determines the reason for any discrepancies and adjust bid estimates accordingly.
- Provide improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs.
- Identify cost trends to assist management in cost reduction and process improvement efforts.
- Assist the Estimating Manager in determining which municipal projects should be pursued.
- Execute material take-offs and determine production rates based on project plans, specifications and bid documents as well as historical costs and productions.
- Enter projected costs in HeavyBid software program ensuring accurate activity codes and prepare final project estimate for approval by Estimating Manager.
- Inform Estimating Manager of any observed inaccuracies or omissions in quoted items.
- If Company is awarded the project, prepare the estimate for the project management team and conduct hand off meeting so the project management team can successfully start the project.
- Other duties as assigned

### Qualifications, Education, Experience and Certifications

- Bachelor's degree (B.S.) in Civil Engineering or Building Construction from a four-year college or University
- Extensive knowledge of established construction practices, procedures and techniques as well as applicable local, state and federal building codes. Must understand construction project contract administration procedures.
- Strong written and verbal communication skills; through attention to details; ability to prioritize multiple tasks; proactive and deadline oriented; analytical with excellent mathematical ability.

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- Three (3) to Five (5) years cost estimating, project management or similar related experience and/or training, or equivalent combination of education and experience.
- Strong knowledge of HeavyBid by HCSS, Database software; internet software; inventory software; Project Management software; Spreadsheet software and Word processing software.

### **Physical Demands and Work Environment**

- While performing the duties of this job, the employee is regularly required to sit for extended periods of time. Employee is frequently required to move around office to communicate with staff. Occasionally must lift and/or move up to 20 pounds.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions

### **Competencies**

To perform the job successfully an individual should demonstrate the following:

- Adaptability
- Analytical Skills
- Attendance and Punctuality
- Business Acumen
- Communications
- Business Development
- Cooperation
- Dependability
- Job Knowledge
- Planning and Organization
- Problem Solving
- Quality
- Safety and Security

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