



**Position:** Concrete Estimator

**Reports to:** President and Vice President

**Summary of Position:** The concrete construction estimator is generally responsible for estimating and securing work of particular projects.

### **General Requirements:**

As our estimator, your main responsibility will be to estimate work by gathering proposals and doing electronic quantitative take-off from blueprints and related documents. In time, you also must be able to visit potential job sites and analyze and quote what will be required to complete the concrete work.

Applicant will conduct themselves in a professional manner, be able to communicate both orally and in written format, understand, follow and give directions as necessary, and follow all company policies and procedures in regards to office/field protocol, safety, leave of absence, time reporting, and promote themselves and the company in an ethical and competent manner. Applicant will further possess a general knowledge of computer skills including file management, word processing, spreadsheets, data entry, scheduling software.

### **Education/Experience Requirements:**

- Qualified applicants will possess at minimum a four-year college degree or equivalent and have experience functioning in a similar position.
- Applicant will be comfortable with numbers and technology, perform complex analysis of collected data, be well-organized and reliable, and pay great attention to detail.
- Applicant must be a critical thinker and problem solver.

### **Expectations and Responsibilities:**

Performs a wide variety of estimating and management tasks under the direction of the Vice President in order to achieve profitable, timely, safe and quality oriented projects associated with the concrete industry, more specifically defined as follows:

- 1) Acquiring understanding of the requirements of the project/program at hand.
- 2) Be very comfortable with numbers and be analytical. You must have great attention to detail and excellent communication skills.

- 3) Prepares complete, accurate and timely estimates for construction projects where required based on project drawings and specifications and administer during the construction process.
- 4) Attend any necessary pre-bid, project and close-out meetings.
- 5) Assist individual Project Superintendents with their balancing of labor, material, subcontractors, equipment and other resources. Runs the project “Office-to-Field” handoff meeting.
- 6) Proactively monitors and ensures profitable operations on a project-by-project basis utilizing available man-hour/cubic-yard estimates, current job-costing information and by monitoring and evaluating daily paperwork as submitted by the individual Project Superintendents including timesheets, daily reports, weekly schedules and productivity reports.
- 7) Establishes, updates and monitors all project budgets and schedules before the pre-construction conference or handoff meeting is held. Ensures that formal internal pre-project planning sessions are conducted for every job and the project is planned and managed appropriately.
- 8) Prepares, promotes and implements all project closeout meetings with Project Team members to ensure project “learned” information is not lost and that the results of individual projects are well documented.
- 9) Assists as needed in the solution of difficult construction and management problems or discussions with Owners, Architects, Engineers and General Contractors on project problems.
- 10) Will provide support to the individual Project Superintendents by interfacing with the General Contractor contacts, Subcontractors, Vendors and Suppliers through regular site visits and attendance at project progress meetings as necessary.
- 11) As required, participate in all pre-construction meetings with the Project Superintendent, General Contractor, Owner and Architect.
- 12) Facilitate the completion of any necessary sub-tiered subcontractor’s contracts and verify all pricing, scope, schedule and insurance are properly accounted for.