

Job Title: Estimator

Status: Non-exempt

Reports To: Director of Estimating



At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect, and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

Position Summary:

Responsible for assisting the estimating team in all facets of the bidding, negotiating and preliminary budgeting processes including obtaining and evaluating bid solicitations, specifications and drawings, while assuring quality and accuracy. This person must be self-motivating with existing knowledge of the general construction industry and a strong desire to progress and grow in this field.

Principal Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Safety

- Reviews, understands, and supports The Samuels Group's philosophy towards safety.
- Understands all safe work practices performed in the field operations and costs associated with each procedure.
- Ensures job safety requirements and standards are included in all subcontractor proposals.
- While visiting project jobsites, observe and report safety any hazards to the project Superintendent.

Operations

- Reviews the plans and specifications for constructability.
- Completes detailed take-off of quantities of detailed building components by divisions.
- Responsible for trade contract bidding process including preparation of bid packages, scope of work and list of contractors for bidding utilizing minority and woman trade contractors.
- Establish accurate pricing of estimates, including establishing costs for labor, material, and subcontracted items.
- Assists the Superintendent and Project Managers in preparing and updating general project schedule to confirm overall duration of construction schedule.
- Assist in change orders with Project Manager to verify increased/decreased costs.
- Assist in reviewing quotes/proposals from subcontractors, maintaining master subcontractor list.
- Additional responsibilities as may be assumed or assigned in support of our company's effort to achieve client loyalty.

Additional Duties and Responsibilities:

- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports directly to the Director of Estimating. Close relationship with estimators, senior estimators, project managers, project administrators, project superintendents. Involves no supervisory functions but requires the ability to work and coordinate with others.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- An Undergraduate degree or completion of a 2-year certificate program in construction related discipline.
- 5 years of estimating experience and/or commercial construction field experience or construction internship.
- Ability to read and understand construction blueprints/documents/specifications.
- Able to work with subcontractors and suppliers as well as project team members such as Senior Estimator, Project Manager, and Project Superintendent.
- Able to comprehend and communicate safety standards.
- Ability to recognize and achieve high quality construction standards.
- Ability to travel.
- Ability to work on project construction site.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive, and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Basic understanding of industry practices, processes, and standards.
- Proficiency in Microsoft Word and Excel a must. Demonstrated experience with estimating software and/or Timberline a plus.

Working Conditions:

In a typical 8-hour workday, employee will usually; sit at least four hours, stand at least two hours and walk at least two hours. Employee's job requires occasionally to; bend/stoop, squat/crawl, climb 30-60 ft., reach above shoulder, crouch/kneel, balance, push/pull, lift/carry up to 50 pounds, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases, and noise sometimes over 85 DBA and Working on open high locations. Employee's job frequently requires using hands for repetitive action such as simple grasping and manipulating and being around moving machinery. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

Acknowledgement:

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Samuels Group, Inc. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

EMPLOYEE ACKNOWLEDGMENT

I have read this job description and discussed it with my manager.

Employee _____ Date _____

Manager _____ Date _____