

JOB DESCRIPTION

POSITION TITLE:

Pre-Construction
Estimator

DEPARTMENT:

Construction

INCUMBENT:

REPORTS TO:

Senior Project Manager

DATE:

January 2023

GENERAL FUNCTION:

Pre-Construction Estimator will have a strong conceptual estimating background with the ability to work in a fast-paced environment. Estimating in design/build industry, conceptual, budgetary, and design/build estimating.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare budget estimates, detailed and accurate bid estimates, and bid packages for ground up construction and renovations/additions, potentially on short turnaround time.
- Must be able to read and fully understand project drawings and specifications for all trades including architecture, MEP, structural, sprinkler, fire alarm, etc.
- Solicit and evaluate scope completeness or proposals from multiple trade subcontractors and effectively communicate and negotiate with subcontractors.
- Create project estimates from analysis of subcontractor and supplier bid estimates.
- Conduct post-bid and buyout meetings and negotiations/scope review meetings
- Once construction documents are released, work with Architects, Owners, and Engineers to formulate accurate and complete budgets.
- Facilitate and manage meetings with Owners on conceptual design/build projects.

QUALIFICATIONS:

- Bachelor's degree in Building Construction, Construction Management, Civil Engineering or Architecture or significant related construction and contracting experience.
- 5 to 10 years of experience in the industrial/commercial construction industry.
- Multiple large ground-up project experience preferred.
- Multi-trade knowledge and experience in all construction trade divisions.
- Strong problem-solving skills and attention to detail.
- Effective written and verbal communication and interpersonal skills.
- Experience producing value engineering options and associated costs.

- Computer skills: MS Outlook (email), MS Excel, MS Word, MS Project (scheduling), estimating software (Autodesk ProEst) Bid Platforms (building connected, iSqFt, PlanGrid or other), Accounting Systems (Acumatica, Timberline, Foundation, or other) and Bluebeam.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Employee must be willing to work in varying weather conditions and temperatures. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mutually accept that the above description and supplement represent our agreements as to the job to be performed.

Employee

Date

Supervisor

Date