

Job Title: Estimator I
Department: Estimating
Reports to: Senior Estimator
Status: Hourly, Non-Exempt

JOB DESCRIPTION SUMMARY:

The Estimator I is responsible for complete and timely preparation of bids for small to medium, standard scope projects in accordance with company procedures. Projects assigned to an Estimator I may contain several scope items, specific material and work requirements, and contract provisions such as wage rates or MBE requirements. The Estimator I establishes the scope of work, performs takeoffs and earthworks, solicits quotes, completes a labor and equipment breakdown, and satisfies all other bid requirements for his or her own projects. All projects shall be built in B2W according to company policy, with the proper structure and coding for project imports into Viewpoint. An estimator is expected to handle multiple bids at any given time and exercise effective time management skills. Estimator shall be accurate in scope of work, pricing and proposal presentation.

ESSENTIAL JOB FUNCTIONS:

1. Completes smaller estimates with standard scope, including:
 - a. Collects and completes all bid paperwork, including mandatory EQR checklists.
 - b. Reviews bid documents to identify all scope items needed to complete project.
 - c. Attends pre-bid meetings, job site visits and some construction meetings.
 - d. Visits the site of all potential projects, inviting field staff (exceptions only with approval). Fills out EQR Site Visit Checklist while in the field.
 - e. Identifies elements of projects to subcontract, including compliance with any applicable Disadvantaged or Minority Business Enterprise requirements.
 - f. Performs quantity take-offs and earthworks for assigned bids.
 - g. Obtains quotes and proposals from subcontractors and suppliers.
 - h. Constructs bids in B2W, in the proper format for a Viewpoint export/import.
 - i. Ensures that all contract provisions, including scheduling, wage rates, permits, and other requirements are met and included in the estimate costs.
 - j. Consults with field staff and managers to build the most cost effective crew and construction sequence into the bid.
 - k. Coordinates with the landscaping division estimators to establish scope and include landscaping items in estimates as necessary.
 - l. Prepares bids for management review, including thoroughly detailed cost estimates, documentation of pricing used and statements of terms and conditions.
 - m. Coordinates bid document preparation with estimating assistant and EQR staff.
 - n. Closes bids with management approval.
2. Responsible for completing bid closeout checklist for all bids prepared by him/her.
3. Assists with maintaining estimating software, including subcontractor and vendor contact databases.

4. Communicates regularly with Estimating and Construction Management Staff in order to prepare accurate and competitive bids. Keeps the Managers (and others as required) furnished with the latest updated information on all assigned projects.
5. Attends meetings, internal & external, scheduling and interfacing with the client.
6. Ensures that all activities are conducted in a prudent and ethical manner.
7. Responsible for managing the creation and maintenance of Potential Client (P-Client) Electronic Files and Bid Binders on all assigned bid packages. This includes all bid documents, takeoff information, and material and subcontractor pricing pertaining to the bid, which would be used by the construction department after the bid is awarded.
8. Meets company performance standards, profitability goals, and department expense budget.

MEASURES OF PERFORMANCE:

1. Attention to detail and thoroughness in bid document analysis.
2. Completeness of independent project scope creation, no missed items in bids
3. Accuracy of estimate quantities, including takeoffs and earthworks
4. Performance in working with staff to establish construction sequence and production rates
5. Completion of projects on time.
6. Communication with estimating staff and managers
7. Cooperation and communication with all internal & external employees.

QUALIFICATIONS:

1. Bachelor's Degree in Environmental Science, Business, Engineering, or related field helpful but not required.
2. Requires 1-3+ year of Estimating experience, preferably with heavy construction, or 3+ years of field experience in Environmental or related construction field.
3. Strong people, communication, and organizational skills.
4. Great attention to detail required.
5. Ability to respond to changing priorities.
6. Good time management skills and ability to manage multiple assignments.
7. The mental capacity for spatial comprehension is mandatory. This position must have the ability to comprehend construction drawings and convey pertinent information to staff.
8. A valid driver's license. Estimator will be required to drive mostly within the Baltimore/ Washington Metropolitan area, and occasionally out of state for site visits.

This job description in no way states or implies that these are the only duties to be performed by this employee. S/he will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.