



Quality Buildings Job Description 2021

POSITION TITLE: ESTIMATOR

POSITION SUMMARY:

Estimators review plans and specifications, coordinate pricing with vendors, perform material and labor take-offs, complete Quality Buildings' scope of work bid sheets, meet with senior estimator and owner to review for the final bid amount, and assist project managers with submittals. This position gathers and inputs all necessary information to compile **accurate** estimates and written proposals, as well as assists with submittal, as directed by the project manager.

MAJOR RESPONSIBILITIES:

RESPONSIBILITIES
Review plans and specs for scope of work
Assess any issues and submit RFIs, as needed
Perform material and Labor T.O. in Planswift
Complete Quality Buildings' scope of work bid sheet including job specific notes and RFIs
Review received vendor quotes scope of work (w SR. EST) For completeness
Use worksheets to build bid for received prices
Assemble information in order to pass on to project manager, if successful

CALCULATE LABOR AND MATERIAL FOR PROJECT
Verify scopes from suppliers for comparison and completeness
Enter pricing received from suppliers
Complete scope sheet with material types
Complete scope sheet with inclusions/exclusions
Provide input on equipment needed and why
Review all recent addendums to ensure we have the most recent info
Ask GC for scope sheet (if available)

GATHER INFO
Check through plans, addenda, and specs to identify unusual or questionable items
Job site visits, if needed
List out all potential RFIs on the RFI log
List out all unusual items and send to suppliers for pricing
Compile list of questions for GC while reading specs and plans
Initiate phone calls with GC estimator to clarify discrepancies
Record all information received from GC during estimating
Determine material types and note on bid scope sheet

COMPLETE TAKEOFF
Input project into Planswift to perform material takeoff
Read and interpret wall types for accurate takeoff
Set up folders per floor in Planswift
Create separate folders for items that need to be broken out/priced separately
Apply appropriate cost codes to the correct takeoff items for labor units
Send out bid scope for truss pricing to our suppliers
Send our pricing request for hardware
Fill out labor calculator prior to bid review



MAJOR RESPONSIBILITIES (CONTINUED FROM PAGE 1):

ADDITIONAL REPOSIBILITES & GUIDES
Attend and participate in project handoff meetings to QB operations team
Attend and participate in periodic sales and staff meetings
Suggest and implement any estimating improvements to enhance estimating
Work with senior estimator to answer all post bid scope clarifications and questions from customer and QB project manager
Do not initiate sales follow-up call unless directed
Do not initiate contact with QB project manager unless directed

REVIEW JOB
Bring all special job considerations to senior estimator's attention as well as all assumptions made
Review all labor calculation items
Review all vendor pricing/scopes
Set gross margin
Review bid strategy and bidders list
Record final price on scope sheet
Record any breakouts/alternatives etc. on scope sheet
Write up any project specific items/notes that were observed and save in project folder for operations

QUALIFICATIONS:

EXPERIENCE:

Minimum 4 years combined field and/or office experience in blue print reading, specifications, computer use (Excel) and vendor communications.

SPECIALIZED SKILLS:

- Ability to review and assimilate information from plans and specs (build project in his/her mind)
- Computer literacy and ability to learn new programs
- Ability to follow a standard method of operation for consistent results
- Advanced skill in Microsoft Excel and Word
- Advanced skill in written communication

RESULTS EXPECTED:

- Accurately estimate a job
- Produce \$30-60 million in estimates completed in a timely manner
- Create a well-written and concise proposal
- Properly file and store all completed estimate information
- Completed all directives in a timely manner

SUPERVISION:

The position does not have any regular responsibility for overseeing or supervising the work of other employees.