Position summary: Prepare portions of contract proposal estimates for one or more disciplines.

Expected Outcomes:
- Assigned estimates are completed on time, in a professional and competitive manner
- Estimates are accurate, and consider risk factors and construction methods
- Positive Company image is made with clients, potential clients, vendors and subcontractors
- Good working relationships with subcontractors, maintaining ethical standards

Position responsibilities:
- Reviews proposal specifications and drawings to determine scope of work and required contents of estimate
- Prepares estimates by calculating complete takeoff of scope of work
- Maintains files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers
- Maintains database with current contact information for subcontractors and vendors
- Updates external Company website with current bid information
- Requests quotations; organizes, reviews and logs quotes received
- Supports other department personnel as required
- Visits project sites to observe construction methods
- Updates skills for software tools and technology utilized
- Performs post-bid analysis (i.e. “bid tabs”)  
- Assists with cost control system set-up
- Participates in bid review meetings with owner or owner’s representatives, when required
- Participates in project hand-off meetings
- Assists with making phone calls or running copies of documents, proposals, as needed
- Delivers major bids, picks up drawings and other miscellaneous bid-related errands
- Communicates and reinforces the Company vision, values and goals
- Performs additional assignments per supervisor’s direction

Essential skills and experience:
- 4 year engineering degree or equivalent combinations technical training and/or experience
- Advanced math and computer skills
- 3-5 years construction field experience
- Ability to conceptualize the project schedule from project start through completion, including sequence/phasing of work
- Knowledge of assigned discipline, estimating techniques and cost control
- Ability to interpret computerized cost data and systems

Reporting to this position: Estimating Administrative Assistant