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<b>Department:</b>	Sales
<b>Reports to:</b>	Senior Project Estimator
<b>Classification:</b>	Salaried – Exempt
<b>Newly Created/Revised on:</b>	March 10, 2025

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## Overview

The Project Estimator works closely with the Senior Project Estimator, Quality Control, Safety, and Project Managers to determine the costs associated with completing the scope of work in a Request for Quotation (RFQ). This position is responsible for completing quantity take-offs, preparing cost estimates and proposals, and communicating with subcontractors to determine the financial needs of completing a project.

## Key Responsibilities

The responsibilities of the Estimator include, but are not limited to:

### Estimating

- Assess the type of RFP, client, and closing date of the RFQ to determine the prioritization of all RFPs.
- Analyze drawings, specifications, and other documentation to prepare comprehensive cost estimates.
- When necessary, refer to previous projects of similar nature for cost comparison.
- Prepare, issue, receive, and review supplier and subcontractor proposals and pricing.
- Coordinates with the client on all changes in scope, questions, or clarifications regarding the work during the bidding process.
- Resolves discrepancies by collecting and analyzing information.
- Act as a resource to project management during the award/start-up phase to clarify any issues regarding what was considered in the estimate including materials and construction methods.
- Presents prepared estimates by assembling and displaying numerical and descriptive information.
- Seek input on corrective measures to improve the identification and accuracy of cost figures continuously.
- Must ensure a solid understanding of and compliance with the company's Code of Ethics principles.
- Other Estimating duties as required.

### Onsite Inspection

- Conduct site inspections to understand the RFQ, analyze conditions, assess risk, and identify activities that may or may not be shown in the RFQ documents.
- Attend on-site meetings with clients, owners, representatives, staff, subcontractors, contractors, and other project stakeholders.

### Administrative Duties

- Assembles bid files, including all development information utilized in the preparation of estimates.
- Maintain up-to-date and accurate contact information for suppliers, subcontractors, and clients. Deliver bids on time for tenders' closing.
- Other administrative duties as required.

### Safety

- Participate, accept, and adopt the principles described in the company safety program.
- Work safely and responsibly to not intentionally or unintentionally injure oneself or endanger the wellbeing of others.

### Teamwork

- Participate as an integral team member and contribute to the organization's success, which may involve providing other technical and administrative support, as required.
- Collaborate with any project teams on other special initiatives, as required.

## Qualifications

### Education, Training, and Certifications

- Minimum of a 2-3-year Technical Diploma in Engineering or Construction Management.
- Cost Accounting.

### Work Experience

- 2 or more years of experience in construction, preferably in operations.
- Industrial Construction Estimating.

### Technical Knowledge

- Estimating and Project Management Skills
- Supervisory skills
- Beginner to intermediate Microsoft Office skills in Excel, Word, Project, Outlook
- Intermediate computer skills
- Comprehensive mathematical skills

### Transferable Skills

- Customer Service
- Communication skills
- Writing, editing and proofreading
- Organizational skills
- Interpersonal skills
- Problem solver
- Analytical skills

### Abilities

- Demonstrate professionalism
- Service oriented
- Have a sense of urgency to meet deadlines
- Demonstrate initiative
- Multi-task and set priorities effectively
- Accomplish goals in a team environment
- Attention to detail
- Strive for excellence
- Possess a positive “can do” attitude
- Flexible and adaptive to changing Working Conditions
- Travel, as required
- Overtime as required