**Job Responsibilities**

As a Construction Estimator, you will be responsible for preparing estimates for a variety of commercial and industrial construction projects. Typical project size ranges from $250,000 to $10,000,000 in the commercial, healthcare, education and clean rooms.

Your specific duties in this role will include:

* Reading and understanding blueprints in order to translate into accurate quantity takeoffs
* Receiving and logging documents for various projects
* Generating takeoff plans for all material quantities and labor associated with a job
* Creating subcontractor list for project and set up pre-bid site meeting, if necessary
* Scheduling, coordinating, and assisting with subcontractor site meetings
* Creating transmittals and distribute plans for subcontractors
* Receiving RFI’s for scope of work from subcontractors and distributing to proper authorities
* Creating and/or reviewing submittals and shop drawings, and coordinating the approval process
* Coordinating with architects, engineers, vendors, and subcontractors on job scope and implementation
* Visiting site for preliminary information gathering, i.e. photographs, existing conditions, size of electrical panels, ceiling heights etc.
* Assisting in sourcing products and materials for various projects
* Reviewing, analyzing and verifying bids for accuracy with subcontractors and vendors
* Writing proposal and completing bid forms

**Job Requirements**

We are looking for a Construction Estimator who combine extensive estimating expertise with the ability to assume a leadership role as the project may require. You should be highly organized and detail-oriented with outstanding analytic and problem-solving abilities. It’s also important that you display excellent communication and interpersonal skills, as well as the ability to function effectively as part of a team.

**Specific qualifications for the role include:**

* Bachelor’s degree in engineering or construction management field or equivalent experience, preferred
* Minimum 5 years estimating experience with a general contractor or equivalent
* Demonstrated knowledge of and ability to estimate for all construction trades
* Working knowledge of the Design-Build process
* Full knowledge of CSI divisional cost codes
* Experience with various construction software programs such as AutoCAD, Timberline, MS Project, MS Excel etc.
* Ability to read and understand construction documents to perform accurate quantity takeoffs
* Ability to field measure for various products and materials prior to job start
* Experience estimating MEP systems (Div 15 and 16), preferred
* Able to prepare preconstruction estimates consisting of SD and DD phase
* LEED Certification is a plus.