

Orren Pickell Building Group, LLC
Job Description
PROJECT ESTIMATOR

Job Title: Project Estimator
Division: Orren Pickell Building Group, LLC
Reports To: Chief Estimator
FLSA Status: Exempt
Prepared By: Jim Wood
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Approved By: Jim Wood, Vice President of Construction
Approved Date: March 2, 2020

SUMMARY OF POSITION

A project estimator coordinates and oversees subcontractors' pricing, resources, materials and scheduling in order to estimate costs for remodeling and new construction projects. A project estimator exercises independent judgment to ensure that projects are undertaken and completed to the company's standards. Workload and direction are provided by the Chief Estimator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review 7-signature drawings for adherence to codes, errors and omissions
- Negotiate contracts with suppliers and subcontractors.
- Determines costs and materials for remodeling and new construction projects by compiling subcontractor's bids, supplier's material estimates, and other information as needed.
- Answers subcontractor questions regarding project plans and specifications.
- Prepares detail proposals with specifications for client proposal meeting. Meets with client to review and explain proposal.
- Supervises distribution of bid letters and plans for project bidding.
- Serve as consultant to field superintendent, and material suppliers during construction.
- Evaluates policies and procedures in estimating process for improvements.
- Provide product knowledge to customers
- Maintain positive vendor relationships
- Identify, screen and evaluate new subcontractor's work
- Report task completion into Primavera schedules
- Assist superintendent in problem solving
- Determine holdback amounts for incomplete work at customer occupancy or provide support to project coordinator for these costs.
- Provide reporting for insurance claims for project theft or accidents.
- Attend weekly staff meetings for project feedback and updates
- Perform related duties as assigned or needed.

QUALIFICATIONS

A Project Estimator must be able to work independently and have the drive to serve the department well and in a timely fashion. The Estimator is a role that requires industry and project experience with in-depth knowledge of the construction industry. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Able to plan, organize and supervise multiple projects.
- Able to make independent decisions and work independently.
- Exceptional 'people skills' with ability to present ideas and negotiate.
- Able to understand and follow oral and written instructions and to carry them out.
- Product knowledge of the construction industry and operations, including latest products and manpower requirements.
- Proficient at Microsoft Word and Excel
- Typing skill in excess of 50 words per minute.
- Detailed oriented.
- Able to maintain harmonious working relationship with other employees, subcontractors and clients.

And must demonstrate our company core values:

Integrity

- Do what you say, when you say it
- Encompasses our team, designs and the homes we build
- Do what is right, not what is easy

Pride

- Be proud of what you do
- Be proud of how you do it
- Be proud of those you do it with

Team

- Work alongside people with great hearts and minds
- Build with people who love what they do
- Create with people that have the desire to be the best at what we do

Commitment

- Exceed everyone's expectations
- The jobs worth doing, it's worth doing well
- Always take it to 100%

Quality

- Corners are not there to be bent or cut
- It goes beyond material
- We build a home, not a house

EDUCATION and/or EXPERIENCE

Requires Bachelor's Degree in Construction/Project Management or related degree, with a minimum of 5-10 years of experience; or equivalent combination of training and/or experience.

LANGUAGE SKILLS

Strong knowledge of English (spelling, punctuation, grammar, format and tone) and of office practices and procedures.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to type, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Office and showroom environment. When attending meetings on project site, protective clothing and shoes are required.

COMPENSATION

Commensurate with experience

