



Estimator 2

JOB DESCRIPTION

Revision
11/01/2021

JOB PURPOSE

Supports the other estimators and systems within the estimating department with the expectation of growth into the higher estimating positions.

REPORTS TO

Regional Estimating Manager

JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

LOCATION

Regional Office and occasional travel to clients, designers, and jobsite locations

QUALIFICATIONS AND TECHNICAL SKILLS

- Bachelor's Degree (Architectural, Engineering, Construction Management and/or Business preferred) or equivalent combinations of related experience and/or technical training
- 3-5+ years estimating experience within commercial construction
- Proficiency in MS Office Suite, Sage Estimating software, On-Screen Takeoff (OST), and Bluebeam (or similar platforms)
- Autodesk Revit, AutoCAD or other BIM software experience preferred
- Ability to proficiently navigate within 3D modeling software to aid in estimating
- General knowledge of construction activities and means and methods to begin to understand how to generate accurate scope and pricing based on limited information
- The ability to manage multiple estimates and/or take-offs simultaneously

PROFESSIONAL QUALITIES

- Must integrate into Andersen's culture and practice its Core Values in all interactions
- Self-starting, self-motivated effective time manager
- Creative, intuitive and flexible
- Organized and detail-oriented
- Positive attitude and respectful
- Ability to interface with Owners, Architects, Engineers, Subcontractors Trade Partners and colleagues in a professional manner
- Develop and maintain strong relationships

RESPONSIBILITIES

- Work with Senior Estimators to complete and accurate quantity take-offs for assigned scopes on large projects
- Create thorough bid recaps for subcontractor and supplier scopes of work
- Properly analyze bids to ensure complete scope and avoid double-ups or gaps between trades
- Develop detailed Clarifications and Assumptions that clarify scope and minimize our risk
- Develop accurate and detailed estimates based on developed plans and specs
- Begin to develop an understanding of conceptual estimating
- Supports project team and/or Senior Estimator in trade partner outreach processes, both MWESB/COBID, and other, including making phone calls, helping trade partners with their takeoffs and understanding documents, issuing project communications, issuing invitations to bid and budget, and associated follow up
- Supports project team and/or Senior Estimator in completion and compilation of all estimate deliverables, including summary estimate, detailed estimate, basis of estimate, cost log/budget reduction option/cost study options, variance log and any other deliverables required by the client and/or project team
- Assists Senior Estimators and other Staff Estimators as needed

PHYSICAL DEMANDS

Lifting < 25 pounds