



Estimator 3

JOB DESCRIPTION

JOB PURPOSE

Prepares and/or coordinates preparation of full estimates on smaller projects of all types. Provides complete conceptual and final estimating on negotiated CM/GC projects or complete total bid price for lump sum GC work. Interacts with Owner, A/E's and trade partners to provide cost data in support of design development decision making or resolving technical details during the pre-construction estimating phase of a project.

REPORTS TO

Regional Estimating Manager

JOB CLASSIFICATION AND HOURS

Salaried / Exempt Employee

LOCATION

Regional Office and regular travel to clients, designers, jobsite locations, and other business-related travel.

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
- 6-10 years estimating experience within commercial construction
- Thorough knowledge of construction activities and means and methods to generate accurate scope and pricing based on limited information
- 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
- The ability to manage multiple estimates simultaneously

PROFESSIONAL QUALITIES

- Strong management, coordination, and organization skills
- Must integrate into Andersen's culture and practice our Core Values in all interactions
- Excellent communication skills – verbal and written
- Ability to interface with Owners, Architects, Engineers, Subcontractors Trade Partners and colleagues in a professional manner
- Must possess excellent client service and interpersonal skills including the ability to create long-lasting relationships and work well with others
- Ability to interact with Company Executives and other internal customers – ability to perform as a leader and a team player
- Self-starting, self-motivated effective time manager

RESPONSIBILITIES

Bid Preparation

- Develops working knowledge of which trade partners are prequalified, which scopes of work they perform, and how to organize them for various projects and teams.
- Assists other estimators and project teams with invitation to bid process.
- Prepares project bid lists, updates contacts, organizes content.
- Organizes plans, specifications, and instructions to bidders/front end documents, etc. for distribution to trade partners and suppliers.
- Attends site visits for bidding purposes

Outreach

- 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

Estimates

- Develops lump sum estimates for smaller projects or provide support to Estimating teams in estimating Issued for construction (IFC) documents on large, complex project.

Post Bid

- Verifies subcontractor bids match project scope for specific scopes on larger projects
- Helps to build project specific items in scope sheets
- Receives and organizes bids / budgets during estimate milestones for access by estimating team

Buyout

- 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

Contracts

- Has thorough understanding of contracting rules and understands how to apply them to the development of an appropriate contracting plan

Coordination

- Closely coordinate project hand-offs to Operations and maintain a clear audit trail to facilitate transfer of information to the field staff
- Collaborates with project team to ensure the issuance of complete / responsible bid scopes and documents during all bid / budget efforts, and contributes as necessary through completion
- Work with Operations staff to ensure that general conditions and general requirements items are adequately represented in estimates

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- Supervises / coordinates 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

Quality

- Develop accurate and detailed estimates based on conceptual plans and as well as fully designed plan and spec projects
- Develop detailed Clarifications and Assumptions that clarify scope and minimize our risk
- Ensures quality 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
- Work with Senior Estimators to complete and accurate quantity take-offs for assigned scopes on large projects

Support

- Assists Senior Estimators as needed

PHYSICAL DEMANDS

Lifting < 25 pounds