



Senior Estimator

JOB DESCRIPTION

JOB PURPOSE

The Senior Estimator performs advanced estimating tasks, has experience estimating multiple disciplines of work in multiple markets and is capable of leading all types of project delivery methods.

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

- Four-year engineering degree or equivalent combinations of related experience and/or technical training
- At least 10 years of construction estimating experience
- Thorough knowledge of construction activities and means and methods to generate accurate scope and pricing based on limited information
- Successful history of executing estimates valued over \$50M
- Experience estimating self-performed and subcontracted work
- High-level understanding of BIM
- Ability to proficiently navigate within 3D modeling software to aid in estimating
- Moderate to advanced skills with all Microsoft Office Suite programs, OnScreen Takeoff (OST) and Bluebeam (or similar platforms)
- Extensive experience with digital take-off methods, including both 2-D and 3-D
- Ability to communicate and solicit bids in a fast-paced environment
- Extensive experience with Sage Estimating software preferred
- Performs all estimating functions including quantity takeoff, pricing development, analysis of trade bids, and bid day scope analysis

PROFESSIONAL QUALITIES

- Must integrate into Andersen's culture and practice its Core Values in all interactions
- Ability to interface with Owners, Architects, Engineers, 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
- Must have excellent communication skills verbal and written
- Ability to interact with Company Executives and other internal customers – ability to perform as a leader and a team player
- Demonstrated ability and willingness to mentor and train staff estimators
- Ability to communicate with and lead project teams as well as estimating teams
- The ability to manage multiple projects simultaneously

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RESPONSIBILITIES

Estimates

- Coordinates and supervises estimating efforts on all project types and sizes
- Provides complete conceptual and final estimating on negotiated CM/GC projects or complete total bid price for lump sum GC work
- 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
- 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

Indirects

- Applies appropriate indirect costs including insurance, taxes and fees to all estimates at all stages
- Completes S1/S2/S4 strategy analysis for 18% rule
- Understands/communicates contingency and escalation strategies

Trade Scope

- Completes Trade Partner scope analysis and recommendations

Communication

- Presents estimates to team members and clients

Training

- Mentors and trains staff estimators

Support

- Assists with staff estimator assignments at the project level

PHYSICAL DEMANDS

Lifting < 25 pounds