

If interested, send resume to: Todd Webb at OCC Partners, Todd@OCCPartners.com

Construction Estimator or Estimator II

The primary roles of the Estimator and Estimator II include the following essential functions:

- Read and interpret project specifications and plans to prepare detailed, comprehensive and accurate quantity surveys
- Perform conceptual estimating from preliminary project parameters
- Prepare project estimates including self-performed work, subcontracted work and general requirements
- Understand timelines and applicable project deadlines
- Maintain current information on products, vendors, and subcontractors
- Preparation of detailed quantity surveys
- Subcontractor/supplier bid solicitation and coordination
- Provide input to the project team for the project schedule

Qualifications:

Required:

- Four-year degree in Construction Engineering or Construction Management
- 3-10 years of construction and estimating experience
- Good written and verbal communication skills
- Strong analytical, problem solving, organization and time management skills
- Thorough and detail-oriented
- Ability to prioritize and multi-task within time constraints
- Self-starter and motivated with minimal supervision
- Strong computer skills
- Previous experience with On-Screen takeoff
- Understanding of Microsoft Excel

Preferred:

- 3-10 years of experience participating in estimating of commercial and industrial construction projects
- Demonstrated experience in driving productive relationships with project partners, subcontractors and vendors

Office and Travel:

Office: Role is housed at Corporate or Regional office. Requires visiting prospective contract sites on regular basis.

Travel: Periodic overnight travel required

Responsibilities and Tasks:

Estimating and Bidding:

- Perform take-off under direction of Senior Estimator/Director of Estimating
 - Existing conditions/temp provisions
 - Substructure (single sided forms, deep foundations, etc.)
 - Structure (structural concrete, system connections, etc.)
 - Masonry (evaluation of labor risk)
 - Responsibility to coach Estimator I
 - Bid Card Development
 - Management of bid cards
 - Development of the bid cards and scopes (gaps and overlaps)
- Estimate Templates
 - Selection of estimate template
 - Modify estimate template for project requirements
 - Understanding of value analysis log & generate items
- Communication with Project Team
 - Excellent subcontractor communication (knowing what questions to ask)
 - Attend Design Team meetings
 - Constructability knowledge
 - Generate RFI's
 - Schedule evaluation
 - Jobsite visits: production rates, constructability, schedule, time studies, etc.
- Pricing
 - Cost history evaluation
 - General understanding of unit prices
 - Self-perform pricing
 - General conditions, weather, hoisting, etc.
 - Estimate development
 - CD/DD estimates
 - SD/DD estimates
 - Conceptual estimates
- Management of estimates team
- Basic understanding of contract types

Pursuit and Business Development:

- Assist pursuit team in understanding prospective projects and requirements
- Research prospective clients
- Assist pursuit team in completing responses to RFQs and RFPs
- Participate in pursuit interviews
- Assist with and participate in preconstruction meetings

Self-Performed Work:

- Understand and perform quantity take-offs and assist in estimating labor production, materials and equipment

- Understand warehouse equipment, rentals, small tools, services and costs
- Gather information, implement or assist in PACE preparation and projections
- Scope bid materials (concrete, rebar, brick, etc.)
- Assist with creating Critical Path Method (CPM) schedules for our work

Scheduling:

- Assist field staff with creating CPM scheduling
- Work closely with field staff to update and distribute schedule as needed
- Co-lead Last Planner efforts in conjunction with field staff

Other responsibilities:

- Participate in company business development activities (client functions, design firm open houses, conferences, etc.)
- Foster relationships with clients, architects, engineers, consultants and subcontractors
- Pursue new relationships with potential clients and design firms
- Attend and participate in project management and other company meetings
- Attend any training – personal and/or professional development – that is relevant to the position, including human resources management
- Actively participate in company-sponsored events
- Support and follow standards of work
- Participate in Lean events and support the Way
- Other responsibilities as assigned

Physical Requirements:

The physical requirements listed 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.

Position involves sitting for extended periods of time at employee's work station and during meetings as well as while traveling, either by plane or car. Employee needs to be able to lift up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and ability to distinguish between colors on graphs and charts.

Employee will be required to visit construction jobsites which may expose the employee to dirt, dust, uneven surfaces, outdoor weather conditions and extreme temperatures. In addition, employee must be able to move around prospective or current project sites This includes climbing ladders, walking on uneven surfaces, walking long distances and climbing stairs.

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