

Job Description for Estimator

Brief Description:

This position will report to our Lead Estimator. It is located in Ashtabula, OH and is a full-time position that has light overnight travel for Pre-Bid and other various meetings.

Duties and Responsibilities:

- Navigate through web portals, document sites, and network drives
- Review customer drawings and specifications
- Complete Take-Offs (Using Microsoft Excel)
- Communicate with suppliers
- Communicate with clients/customers
- Prepare Requests for Quote
- Prepare Requests for information
- Prepare and analyze bid costs (Using HCSS Heavy Bid)
- Review bid costs with management
- Draft and submit reports
- Facilitate award of projects to Project Managers
- Record bidding data

Qualifications:

- 4 year Construction or Technical college degree
 - Or 5+ years of industry experience with 2+ of those years in estimating
- Must be able to read and understand construction plans, drawings and specifications
- Must be able to perform drawing/quantity take-offs
- Knowledge of track or general construction, preferred
- Computer knowledge: Microsoft Suite, Adobe Acrobat PDF, HCSS Heavy Bid
- Training on HCSS Heavy Bid will be available if needed
 - Familiarity with Submittal and RFI process
- Attention to detail and excellent time management skills
- Analytical and strong problem-solving ability
- The ability to communicate in a professional manner with owner's representatives, coworkers and direct supervisors
- Ability to complete work under time pressure and to maintain composure under the stress of emergency situations
- Must be able to work well with others

Pre-Employment Requirements:

- Subject to pre-employment background check and motor vehicle report review
- Subject to pre-employment drug screen
- Successfully complete and maintain any required certification and/or testing on an annual basis

Physical Requirements:

- Must be able to sit for an extended amount of time
- Able to walk on uneven surfaces over sometimes great distances (for site visits)



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- Must be able to lift 50 pounds
- Must be willing to travel

Work Hours & Benefits:

Standard 40 hour work week, M-F and 8am – 5pm, with possible overtime required, as needed to complete projects, provide support, etc.

Salary is commensurate with experience; the position is Salary.

Benefits include: Health, dental, and eye care for the employee and all dependents, after 60 days; a matching 401k retirement plan, paid vacations, paid holidays, educational reimbursement for all approved training, paid participation with industry memberships.

This job description is not intended to represent a complete, comprehensive list of all duties and responsibilities that may be required in this position. There may be unplanned activities and other duties as assigned.