



JOB DESCRIPTION

POSITION: Estimator/Contract Administrator

REPORTS TO: President/Vice President

PURPOSE: Direct and manage all estimating and contract administrating activities on assigned projects including estimating, manage subcontractors, material acquisition, project budget and reporting to achieve the targeted growth and profit goals of the company.

DUTIES AND RESPONSIBILITIES:

1. Maintain strong relationships with owners, potential clients, government agencies, trade associations, relevant business professionals and other similar groups and individuals through good public relations and communication practices as a part of business development and retention.
2. Perform accurate takeoffs of projects to be bid.
3. Generate and review the final bids for each project with the President.
4. Maintain quality standards within the specifications of each plan.
5. Prepare the bid schedule and distribute to appropriate company personnel.
6. Review all bid documents and develop a thorough understanding of each project and deadlines prior to beginning the estimate.
7. Solicit quotes for material, work to be subcontracted, specialized equipment and other similar costs from various sources to obtain the best terms with the ability to deliver for each project estimated. Utilize the experiences of company personnel whenever practical.
8. Develop a detailed estimate of the cost to construct the project which includes labor, material, equipment, subcontracted work, permits and fees, insurance, performance bonds and other necessary costs for each project.
9. Submit the final bid to the owner in a timely manner.
10. Maintain and utilize the computerized estimating system to maintain efficient estimating.
11. Facilitate execution of construction contracts, ordering bonds and insurance certificate, and negotiate subcontracts for each project awarded.
12. Schedule and participate in an internal preconstruction meeting with all personnel associated with the project to assure each project is understood and well planned, so that it will be constructed within its budget.
13. Negotiate any change orders with the owner, after reviewing these changes with the Project Superintendent and President to determine the cost of these changes.
14. Coordinate with VP and President to generate invoices to the owner or General Contractor per the terms of the contract, as advised by the Project Superintendent.

15. Prepare submittals and project close out forms.
16. Document all conversations and correspondence with owners, subcontractors, general contractors, suppliers and others associated with the project to maintain a complete project history. All Electronic correspondence will be kept in the project Outlook file as well as hard copies in the Job files.

KNOWLEDGE AND SKILLS:

1. Extensive knowledge of landscape and heavy construction estimating practices and techniques.
2. The ability to conceptualize and entire project to develop an estimate of the cost to construct.
3. Knowledge of proper equipment utilization and operation.
4. The ability to read and understand blueprints.
5. Knowledge of employment law, insurance and bonding as it relates to construction cost.
6. Excellent time management.
7. Excellent organizational and math skills.
8. The ability to maintain and utilize small computers.
9. Knowledge of financial management and accounting principles.
10. Excellent verbal and written communication skills.
11. Excellent interpersonal skills.
12. Excellent supervisory skills.
13. Extensive knowledge of construction safety practices.
14. Assist in marketing and sales as needed

WAGES:

Salary is negotiable commensurate with experience.