



Doc. NO.: JD-Chief Estimator

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JOB DESCRIPTION

1.0 GENERAL

Title: Chief Estimator
Department: Corporate
Reports To: Division Manager

2.0 POSITION SUMMARY

Supports the bidding process by development and preparation of cost estimates for construction projects or services as assigned. This position requires a highly professional and organized individual who can work in a fast paced construction business environment. The Chief Estimator performs cost estimate work of the most difficult nature in underground utility, pipe rehabilitation, treatment plants, water systems, concrete and other construction disciplines.

3.0 ESSENTIAL ROLES and RESPONSIBILITIES

- 3.1 Prepares cost estimates and bid documents for construction projects or services that are used by management in preparation of the bidding process
- 3.2 Reviews contractual requirements with supervisors and develops a plan for the project construction that is utilized as the basis of the cost estimating process;
- 3.3 Prepares or directs the preparation of material take-off from project plans and documents. Obtains comparative quotations for materials and sub-contractor services
- 3.4 Prepares a level project schedule utilizing available software;
- 3.5 Coordinates with the client of contract officer on all changes in scope, and questions or clarifications regarding the work, during the bidding process. Acts as a resource to project management during the award / start-up phase to clarify any issues regarding what was considered in the estimate including materials and methods of construction;
- 3.6 Maintains updated database of cost information
- 3.7 Attends pre and post-bid meetings, with clients and in-house staff as required. Attends preconstruction meetings.
- 3.8 Assembles bid-files including all development information that was utilized in preparation of the estimates;
- 3.9 Ensures that all contract issues such as MBE, time constraints, special construction methods, etc. are addressed prior to submission of the bid;
- 3.10 Ensures that all contract bid documents are complete and accurate prior to submission of the bid to the client;
- 3.11 Prepares a cost coded budget for each project assigned
- 3.12 Analyzes estimated vs. actual costs upon project completion when directed by management. Takes input from project managers regarding labor and equipment hours, construction methods, and makes adjustments to estimating cost factors as necessary;
- 3.13 Reviews budget and project profitability status and goals with supervision and project team as required. Seeks input on corrective measures to continuously improve the identification and accuracy of cost figures;
- 3.14 Acts as a resource for project management by providing cost information and developing cost estimates for changes in the work, during different construction phases;
- 3.15 Acts an observer, when required, for pre bid investigations and site visits;



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4.0 OTHER ROLES and RESPONSIBILITIES

- 4.1 Develop and maintain professional relationships and the highest ethical standards with clients, and other customers;
- 4.2 Seeks input and feedback from both external and internal customers;
- 4.3 Communicates issues to customers openly and honestly, while maintaining company's confidential and proprietary information;
- 4.4 Attend meeting with clients as required;
- 4.5 Able to handle multiple bids per week
- 4.6 Perform other assignments/job duties as directed;
- 4.7 Responsible for training staff and entry level estimators

5.0 EDUCATION, EXPERIENCE AND SKILLS REQUIRED

- 5.1 Excellent Organizational skills and detail oriented
- 5.2 Ten (10)+ years experience
- 5.3 Precision and accuracy in calculations and documentation
- 5.4 Computer Skills, MS office suite of products, Bid-to-Win estimating software; HCSS knowledge
- 5.5 Successful completion of in-house training
- 5.6 Position requires travel
- 5.7 Bachelors Degree in Engineering, Construction Engineering, Construction Management or equivalent experience.