

Job Title: Estimator
FLSA Status: Exempt
Department Estimating Department
Reports To: Senior Estimator
Prepared Date: July 27, 2009
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Approved Date: July 27, 2009



Summary:

The Estimator position is defined by Foothills Commercial Builders, Inc. as the intuitive effort to research all facets of a potential project, resulting in the timely and accurate submittal of a proposal of project value. Also requires the ability to, analyzes blueprints, specifications, proposals, and other documentation to prepare time, cost, and labor estimates for products, projects, or services by performing the following duties.

Duties:

- Reviews data to determine material and labor requirements and prepares itemized lists.
- Computes cost factors and prepares estimates used for management purposes such as planning, organizing, and scheduling work; preparing bids; selecting vendors or subcontractors; and determining cost effectiveness.
- Have a thorough understanding of how to accurately read construction documents.
- Have a thorough understanding of general construction pricing and the initiative to maintain knowledge of fluctuating material prices in the industry.
- Consults with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.
- Schedule job walk with clients.
- Visit job site with applicable subcontractors and accurately document all existing conditions.
- Generate R.F.I.'s and submit to architect, building owner, or appropriate representative.
- Accurately decipher which subcontractors need to review and addendum and submit to estimating support.
- Compare subcontractor bids to other subs' bids, the construction documents, and your gathered knowledge through research, in order to ensure receipt of "apples-to-apples" pricing.
- Execute transition of awarded project to field management by way of scheduled pre-construction meeting with Senior Project Manager and or Project Manager.
- Issue contracts to awarded subcontractors.
- Accurately input subcontractors' pricing into formal proposal using the confident knowledge of the company's mark-ups and submit to Senior Estimator once completed.
- Analyzes completed projects to compare estimated costs to actual costs and determine the reason for any discrepancies.
- Provides improvement recommendations, to cost estimating procedures, to reduce future discrepancies between estimated and actual costs.
- Identifies cost trends to assist management in cost reduction and process improvement efforts.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; Designs work flows and procedures.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer

needs.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification.
- Team Work - Balances team and individual responsibilities.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Adaptability - Able to deal with frequent change, delays, or unexpected events.
- Dependability - Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word; Microsoft Excel; and Microsoft Outlook.

Supervisory Responsibilities:

This position holds no supervisory responsibilities but is able to delegate tasks while retaining responsibility of the

delegated task throughout its existence.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and risk of electrical shock.

Physical Demands:

The physical demands described 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.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; sit and talk or hear. The employee must occasionally lift and/or move up to 100 pounds.

This job description of the Estimator position is to be considered part of company policy as it has been approved by the company's president. This job description is subject to change, but is to remain in effect until superseded or canceled in writing by the same authority.

Signature of Employee

Date

HR Signature

Date