

Estimator

POSITION OVERVIEW

A successful **Estimator** will lead and assist the bidding of construction projects by preparing conceptual and hard dollar estimates, proposals for new projects, as well as solicit subcontractor bids. This position will review and verify the accuracy and completeness of all project documents and perform quality take-offs, constructability reviews, and value engineering analyses. Estimators play a key role in departmental initiatives and improvements.

DUTIES AND RESPONSIBILITIES

- › Work with VP of Business Development and EVP of Preconstruction on securing new work and on Preconstruction Phase planning and deliverables (e.g., estimates, project logistics plan, construction sequencing plans, etc.).
- › Work in conjunction with the bid team to prepare accurate bid proposals.
- › Develop and assist with the final assembly of Conceptual, SD, and DD estimates and Hard Bid Costs for presentation to the Owner.
- › Solicit local and national subcontractors and suppliers during the bidding process.
- › Review project construction schedules and assist in the preparation of General Conditions.
- › Aid field operations with change order pricing.
- › Review construction documents for value engineering.
- › Prepare and price value engineering items.
- › Obtain labor burden and applicable insurance items.
- › Maintain master subcontractor/vendor lists by trade. Solicit additional capable subcontractors.
- › Provide technical assistance to project managers in buy-out, negotiating contracts, change orders, etc., as required.
- › Assist in formal handoff meetings of estimate, bid information, drawings, specifications, etc., to the project operations team.
- › Ensure proper internal controls and maintenance/development of the organization's historical estimating records.
- › Maintain and develop historical data for unit prices and building types.
- › Perform quantity take-offs to develop in-house budgets to review against bids from subcontractors.
- › Develop scopes of work for each trade to bid on projects.
- › Assist with prequalification of subcontractors.
- › Call/email subcontractors to review project details, scopes of work, and verify bid participation.
- › All other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- › Strong written and verbal communication skills required.
- › Excellent organizational skills, decision-making, creative thinking, and critical thinking skills.
- › Excellent technical skills required.
- › Must take initiative, be detail-oriented, and work well collaboratively.



- › Knowledge of building construction, codes, materials, systems, market conditions, and trade practices.
- › Proficient skills in On-Screen Take Off and Conceptual Estimating.
- › Able to perform tasks with minimal guidance and information.
- › Demonstrates the ability to perform mathematical calculations and possesses proficient data entry skills.
- › Strong computer skills, including Microsoft Office and Excel.
- › Full understanding of the general contracting bidding process.

EDUCATION AND EXPERIENCE

- › Bachelor's Degree in Construction Management, Engineering, or Construction-related field or equivalent work experience.
- › Minimum of two (2) years of estimating experience across all divisions of work in the commercial construction industry.

WORKING CONDITIONS

The position is based in a typical office environment. All duties are performed indoors in a climate-controlled setting, with quiet surroundings and standard office equipment such as computers, phones, and printers. The role involves sitting for extended periods with occasional standing or light lifting. The office is well-lit, with temperature and ventilation systems.

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