



**Position Title: Preconstruction Estimator
10/2022**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Preconstruction Manager, Business Development, VPs of Construction, and the client at the concept stage of a project to determine project needs, report to the Preconstruction Manager
- Manage multiple individual projects from concept through the bidding, design, and subcontract bidding phases of those projects.
- Assist Preconstruction Manager with assembling necessary consultants and contractors and prepare response to meet the client needs.
- Assist in budget and estimate preparation on individual projects.
- Coordinate Design-Build subcontractor's during the budget and estimating process
- Manage new and existing subcontractors to create a comprehensive bidder's list.
- Assist in the due diligence and design management of individual projects.
- Assist in the procurement of project front end permits and approvals.
- Prepare quantity takeoffs and utilize in budget creation; while estimating, compare to historical pricing data and understand/explain any significant variances.
- Solicit subcontractor budgeting as needed.
- Assist in establishing the overall project design and construction schedules.
- Assist in the preconstruction proposal assembly process. Review the finished proposal, including scope of work, drawings, estimates, elevations, etc. with Preconstruction Manager and the Sr. Vice President of Construction for compliance with the original Request for Proposal documents.
- Assist in creating scopes of work, bid packages, incorporate in the schedule, and communicate to the design team. Obtain Project Manager input, when possible, for the preparation of bid packages and scopes.
- Assist in reviewing all documents at check set stage for compliance with Company and/or client standards, constructability, and project budget.
- Prepare bid tabulations and cost analysis that compares bids received vs. project budget.
- Assist in Value Engineering efforts when required
- Assist with day-to-day coordination of individual projects prior to turnover to the Project Manager
- Update and maintain the historical cost database for every project.

QUALIFICATIONS:

- 4-year College Degree, preferably in Engineering, Architecture or Building Construction Management
- 1 to 2 years minimum of experience in preconstruction/estimating
- Computer skills required – Knowledge of Microsoft Office Suite and Microsoft Outlook
- Specialty Software: Bluebeam Revu, On Screen Take-Off, Building Connected, Procore project management Software, Microsoft Project
- Ability to travel as needed for projects
- Leadership and communication skills to include solicitation of bidders.
- Results oriented and purposeful – critical thinking skills and problem solving
- High degree of accountability
- Ability to multitask, prioritize, and meet fluid deadlines
- Effective interpersonal, verbal, and written communication skills