

772740 Airport Dr., Suite 300

Columbus, Ohio 43219

8

**Job Title:** Estimator

**Status:** Full Time

**Reports to:** Director of Estimating

**Job Summary**

The Construction Estimator will support IAP by utilizing their expertise gathered from working in the industry, along with construction plans to estimate necessary expenditures and devise a budget. The Construction Estimator will report directly to the Director of Estimating.

Our established construction and construction management firm is growing its clientele, and we have an excellent opportunity for an experienced Estimator to join our team of professionals. The ideal candidate will have previous experience in construction and Design- Build project management, be organized, motivated, detail-oriented and driven. We are offering a competitive salary commensurate with experience, along with an outstanding benefits package. This is the perfect opportunity to build a career at a leading Federal and commercial construction firm.

**Essential Job Responsibilities**

**Include the following. Other assignments, projects, and duties may be required:**

* Develop project budgets and plans for projects and calculating the total cost of the project.
* Prepare bids and cost estimates that address every part of a project.
* Analyze blueprints and other documentation to prepare time, cost, material, and labor estimate
* Manage of identifying the scope of work for each subcontractor.
* Manage communication with IAP subcontractors and vendors to obtain bids.
* Complete analysis of subcontractor quotes per the construction documents and the established scope of work.
* Track historical data from past project for conceptual estimating.
* Ensure accuracy of all cost estimates submitted by a contractor.
* Generate a complete scope of general conditions as need for the scope of work for a project.
* Provide estimation of labor, material and equipment needed for a project.
* Re-figure cost estimates when necessary for addendums and or changes.
* Review IAP general conditions with upper management.

**Job Skills & Qualifications**

* Bachelor’s degree in Architecture, Engineering or Construction Management.
* 5-10 years’ experience in construction processes.
* Experience working in the construction industry, specifically experience with Federal projects, commercial projects, and private construction projects.
* Proficient experience in estimating Design-Build projects at 30%, 60% and 90% design documents.
* Proficient experience in conceptual and hard bid estimating.
* Must have strong math and science skills.
* Must be detail oriented.
* Excellent analytical and critical thinking skills.
* Knowledge of how to read ad comprehend blueprints.
* Knowledge of the complex workings of plumbing, electrical, ventilation, heating and air conditioning systems.
* Excellent written and verbal communication skills.
* Must be able to work effectively as a member of a team.
* Proficient in Microsoft Office tools such as Outlook, Word, Excel and Power point.
* Experience in using On-center software for take offs.
* Experience in using Quick Bid software for estimating a plus.
* Knowledge of how to use file transfer programs to send large drawing files to contractors.
* Knowledge of how to use complex project management software and construction scheduling software.

**Desired Job Requirements**

* Prior work experience with a Construction Management, Construction, or Architecture & Engineering firm.

**Working Conditions**

* Ability to work full-time (8am – 5pm)
* Time is spent in an office environment
* Must be able to travel to locations to meet with clients if required and attending pre-bid meetings
* Must be able to work in high pressure situations facing strict deadlines.

**Compensation**

* Salary Exempt role

**Direct Reports**

* No Direct Reports

**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 sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, and taste or smell. The employee will need the ability to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to adjust and focus.

**DISCLAIMER**: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**