



PROJECT ESTIMATOR

Job Summary

The Project Estimator applicant must be self-motivated and able to perform numerous aspects including takeoffs, site visits, gathering quotes, working with subcontractors, managing multiple estimates, and coordinating with other Lawrence Construction Company divisions and personnel for projects.

Duties and Responsibilities

- Essential Duties and Responsibilities include the following, other duties may be assigned.
- Takes ownership of entire small estimates or components of large estimates and reviews all associated bid documents.
- Completes quantity takeoffs of labor, equipment, and materials from project documents for self-perform and trade work.
- Supports lead estimator by completing material quantities, planning and populating tender forms, generating requests for information and anticipating proposal and scope requirements.
- Applies material unit prices or allowances and base labor productivities to the estimate.
- Assists with bid document control and documenting, organizing, and archiving all information relating to the estimate for successful transfer to the project team.
- Supports a lead bid runner and submitting tenders on bid-day.
- Documents all information relating to the estimate and archives and organizes such information to transfer to the project team upon successful award.
- Develops and maintains strong relationships with all stakeholders including lead estimator, lead bid runner, subtrade partners and suppliers.
- Solicits competitive pricing from subtrade partners and suppliers for pursuit support.

Qualifications

- Bachelor's degree or diploma in related discipline or trade experience or equivalent.
- 2 years of progressive experience in construction cost estimating or related field experience is preferred.
- Successfully led pursuits valued at up to \$10+ million in various delivery methods.
- General construction knowledge; understands specifications, drawings, materials, and methods and procedures.
- Familiar with different delivery methods: hard bid, guaranteed maximum price (GMP), unit price, design-build, target prices, and cost reimbursable.
- Introductory knowledge of key principles involved in bid preparation, including quantity takeoff procedures and systems, subtrade partner procurement, interdepartmental functions, pricing, compensation models, expense philosophy and bid-closing procedures.

- Ability to establish and maintain working relationships with stakeholders including the ability to solicit subtrade partners and suppliers.
- Working knowledge of estimating software and Microsoft Office Suite, with a strong aptitude for adopting new technology.
- Good organizational, leadership and motivational skills
- Excellent communication and interpersonal skills