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Job Description

Job Title: Estimator

Reports to: COO

Job Description: The Estimator will prepare construction estimates by studying construction blueprints, technical specifications, and identifying project costs for each element of the proposed improvements.

Responsibilities:

- Evaluates all quotes and proposals to ensure compliance with scope of work
- Provide written contract brief on special bid stipulations (including but not limited to specialty training, compliance requirements for Set-Aside projects, etc.)
- Prepares and maintains a directory of suppliers, contractors, and subcontractors; builds and maintains relationships with said suppliers, contractors, and subcontractors
- Seeks and obtains bids from vendors and subcontractors by specifying materials and quantities; identifying qualified subcontractors; negotiates price
- Solicit and evaluate accuracy of subcontractor and supplier quotes
- Calculates cost of self-performed work including materials, labor, management personnel, etc.
- Maintains cost keys and price masters by updating information as may pertain to bidding
- Resolves cost discrepancies by collecting and analyzing information
- Attends pre-bid meetings and walk throughs, and at all other times, when necessary, travels to jobsites to gather information on materials needed, labor required, and other factors
- Monitor and track any changes to solicitations and Request for Proposals (RFPs) such as Amendments and/or Addenda and ensure estimate reflects all modifications
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Contributes to team efforts by providing support to Project Manager as needed
- Perform project hand-offs with team upon project award by participating in post award preconstruction meeting
- Provides an accounting for each scope of work to Project Manager. Assist Project Management staff by facilitating scheduling, material acquisitions, supplier relations and conflict resolution as necessary
- Upon award, liaises with Project Manager regarding coordination of specialized project conditions
- Study job specifications to determine appropriate construction
- All other duties assigned by management

Qualifications:

- 5+ years' experience in construction estimation with a general contractor or prominent subcontractor, or related experience
- Bachelor's degree in Construction Management, Engineering, Architecture, or relevant past performance experience
- Familiarity with industry specific takeoff software
- Familiar with RedTeam Construction Management Software
- Certified Professional Estimator (CPE) would be an asset but not required
- Exceptional communication skills and an ability to contextualize construction concepts to others in unrelated disciplines
- An innovator's approach and a desire to challenge traditional construction practices
- Thoroughness, reliability, excellent organizational skills, and a desire and ability to work remotely and independently

Schedule:

40 hours per week, 8:00 am – 5:00 pm Monday – Friday

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