



Position Title: Job Estimator

General Description

The Estimator is responsible for providing accurate project cost information as the backup for proposals presented to potential clients. The Estimator reports to the Production Manager.

Essential Job Functions and Responsibilities

Estimating

1. Obtain job information from Production Manager.
 - a. Check off all items on plans and in notes taken by estimator and other sales staff.
2. Schedule a trade contractor walkthrough (if needed) with client.
 - a. Create a trade contractor list and review with Production Manager.
 - b. Schedule trade contractors for the walkthrough date.
3. Prepare for walkthroughs.
 - a. Read plans thoroughly (every word).
 - b. Organize notes from meeting.
 - c. Review specification (if available).
 - d. Color plans (one color for each task).
 - e. Make list of questions that surface while going over plans.
 - i. Bring these questions to the Production Manager, client at the walkthrough or speak to the architect.
 - f. Prepare request for proposal, with appropriate information attached, for each trade contractor and supplier.
4. Conduct walkthrough.
 - a. Provide copy of the plans and specs (if available) to trade contractors.
 - b. Show trade contractors around the job, pointing out any difficulties and special requirements.
 - c. Give trade contractors a due date for their dibs and follow-up as necessary to obtain the bids.
 - d. Photograph appropriate areas of site.

- e. Send out RFP to all trade contractors and suppliers who do not need to see the site.
5. Gather the estimate from the trade contractors.
 - a. Review for completeness and reasonable price.
 - b. Negotiate with trade contractors for best price.
6. Create estimate using the customized estimating Template.
 - a. Create schedule; use resulting length of job to enter data in estimate.
 - b. Have Production Manager review estimate and make comments and suggestions.
 - c. Make all corrections and modifications from Production manager review.
 - d. Print final copy of estimate.

Job Setup

1. While preparing the estimate:
 - a. Call the city to verify requirements for the permit.
 - i. Drawings needed and how many copies
 - ii. Determine if any engineering is required.
 - iii. Determine permit fees.
2. After job is sold:
 - a. Obtain permits.
 - b. Create job book for Project Manager as instructed by Production Manager.

Assist Production Manager

1. Assist Production Manager as needed with various company operations:
 - a. Sales activities.
 - b. Various information gathering activities.
 - c. Maintain photo database.
 - d. Create photo montages.
 - e. Modify or create any forms that can help things go more predictably.
 - f. Finding new vendors.
2. Help Production Manager (when time permits) with:
 - a. Finding trade contractors.
 - b. Placing orders and obtaining lead times.
 - c. Answering questions about the estimate.
 - d. Preparing schedule in Builder Trend.
 - e. Various activities, as requested.

Update Estimating Procedures

1. Work with Production Manager to continually improve the current estimating system to make the process more accurate, understandable, efficient and more useful at the job.
2. Maintain an updated cost file for each trade.
 - a. Update costs quarterly.

General Responsibilities

1. Uphold all in-house agreements.
2. Establish and maintain cooperative and productive work relationships with other employees, clients, trade contractors, suppliers, inspectors and others.
3. Demonstrate open, honest, timely and clear communication.
4. Demonstrate enthusiasm about work.
5. Show initiative to learn new information and methods and pursue continuous improvement.
6. Show willingness to learn new skills, accept feedback and implement suggestions.
7. Provide encouragement, recognition, constructive feedback and coaching to all team members.

Optimal Qualities and Qualifications for this Position

Knowledge of residential wood frame construction.

Ability to do accurate material take-offs.

Ability to accurately estimate labor needs.

Ability to read plans.

Ability to create simple plans,

Computer literate, specifically with Google Sheets or similar spreadsheet program.

Detail and numbers oriented - Understands how to examine numbers for accuracy, particularly in relation to other figures within an estimate.

Strong interpersonal communication skills, to communicate effectively and negotiate with trade contractors, suppliers, design professionals, and clients.

Excellent time management/prioritization skills.

Well-organized and capable of approaching situations in a calm and logical manner.

Able to perform within a team oriented organizational structure with minimal supervision.

Able to follow written and verbal instructions.

Excellent problem-solving skills B Adept at anticipating problems and solving problems in a timely, effective manner,

Working Conditions

Usual hours are 7:30am to 4:30pm, with a one hour unpaid lunch break Monday through Friday.

Able to remain sitting for prolonged periods of time, and to move promptly at other times.

Active environments, with many interruptions and changing priorities.

Characteristics of excellent performance

Projects are carried out on budget, consistent with accuracy of estimate.

There is a clear understanding of the relationships across all activities.

All necessary steps are taken to prevent problems and address problems immediately.

Solutions are offered to the sales department, which provide creative ways to enhance the estimating process.

Assigned tasks are completed in timely manner, or needed changes are communicated ahead of time.

Conflicts are resolved in a manner that is a win/win for all parties.

Information is communicated, if orally communicated must be followed up with an email, in a timely manner, to all parties in need to the information.