



## ESTIMATOR RESPONSIBILITY

### OVERVIEW:

This role is responsible for the overall project estimate, developing all subcontracts and purchasing of all material necessary for project construction.

**Reports to:** Vice President

**Critical Responsibilities:** Estimating the Project  
Project Purchasing  
Project Turnover  
Project Execution  
GC/Customer Relations

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### ESTIMATING THE PROJECT:

#### Duties:

1. Review overall project documents including drawings and specifications
  2. Develop estimate through use of estimating software (Estimation)
  3. Generate RFIs for clarification
  4. Review all project permitting and licensing requirements
  5. Solicit supplier and subcontractor pricing.
  6. Follow up all open estimates on a weekly basis using CRM. All follow-up communication should be thorough and noted in CRM.
  7. Provide bid results to admin for tracking purposes
  8. Review with Sr. Estimator prior to bid being sent out
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### PROJECT PURCHASING: (Small projects and All Change Orders)

#### Duties:

1. Prepare all material estimate takeoffs into buyout purchase orders
  2. Obtain all buyout pricing from suppliers. Review all buy pricing to confirm everything meets plans and specifications
  3. Develop all material Purchase orders in accordance with plans and specifications
  4. Develop all subcontracts in accordance with plans and specifications
  5. Develop and encourage relationships with suppliers, manufacturer's representatives, and subcontractors
  6. Develop/Review Submittals
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### PROJECT TURNOVER:

#### Duties:

1. Review information in Procore and be prepared for the project field turnover
2. Attend project turnover for directly estimated projects
3. Execute project billing, i.e. AIA schedule of values
4. Execute project budget for company's accounting and job costing (foundations)



### **ESTIMATOR RESPONSIBILITY**

5. Initiate project permits with Project Manager and administrative support staff.

#### **PROJECT EXECUTION:**

Duties:

1. Review all issues originating from the field with the Project Manager and maintain an open dialogue with owners regarding estimate/budget or field issues.
  2. Review all project invoices and subcontractor billings for pricing issues, based off purchase orders, along with PM.
  3. Review all project management reports for accuracy and provide input to Project Manager throughout duration of project.
  4. Provide all change order pricing as needed throughout project duration. Execute change order budget for company's accounting and job costing (foundations)
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#### **GC/CUSTOMER RELATIONS:**

Duties:

1. Work to develop relationships with General Contractors
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I have read and understood the outlined responsibilities and duties of my job. I undertake to carry out these responsibilities and duties or any other duties and responsibilities as requested to the best of my ability.

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_