**RESPONSIBILITIES**

* Lead by example, promote and portray company values, always look out for your safety and the safety of others, conduct business with integrity, strive for excellence in all aspects of the job, motivated to succeed and improve skills, and hold self and others accountable for actions.
* Lead the solicitation process. Create RFQ for Subs and Suppliers for Projects.
* Perform project takeoffs as required.
* Work on update Heavybid Vendor database and quote module.
* Participate in cutover & preconstruction meetings with Project Team.
* Champion of estimate import process, HeavyBid and Job program.
* With assistance of estimator, lead the preconstruction document process, including major material purchase orders, subcontract agreements, and submittals process.
* Champion of Major Material PO Process using VP, issue, receive, & file signed POs from vendors
* Responsible for compiling subcontract agreements and subcontract change orders through the use of VP for PM review.
* Responsible for contract buy-out process for materialist subcontracts.
* Prepare an estimate based on a completed takeoff of materials, equipment, and labor as it relates to a project.
* Effectively pair the right crews including equipment, materials, and production to perform a certain activity.
* Secure bid bonds, payment/performance bonds and insurance certificates.
* Solicit quotes from venders/suppliers and subcontractors.
* Conduct business with integrity, and be professional to customers, peers and venders.
* Review project specifications and drawings to determine scope of work and required contents.
* Prepare estimates by calculating complete takeoff of scope of work.
* Review and evaluate subcontractor and vendor quotes or proposals.
* Maintain estimating files including calculations, supplier quotes, and contact information.
* Provide value engineering options as necessary.
* Scrub estimates ensuring estimate is ready for export.
* Attend pre-bid meetings and jobsite visits to understand site conditions and restrictions.
* Review job cost data and productivity reports and incorporate into cost estimates.
* Build and update HCSS database, including updating labor and equipment cost assemblies, calculation routines to increase estimating output.
* Draft project proposals, including scope, construction approach, schedule, and staffing.
* Prepare and review government bid forms ensuring all pages, bonds, attestations are included in bid package.
* Ability to work on multiple estimates simultaneously while still maintaining accuracy and meeting required deadlines.
* Provide technical support to customers as required.
* Maintain professional conduct with direct reports, peers, customers, and vendors.
* Assign work to subordinates, direct and review their assignment and take responsibility for accuracy and completeness of estimates prepared by subordinates.
* Serve as champion of project cutover meeting with project team within 24 hours of successful bid.
* Develop and implement bid strategy.
* Process multiple estimates simultaneously while maintaining accuracy.
* Review estimates and make last minute adjustments before submission.
* Provide technical support and value engineered options to customers.
* Review job cost data and productivity.
* Champion project cutover meetings with support team.
* Mentor, coach and develop estimating candidates.
* Legally sign bid documents.
* Advise PM through discrepancies in bid documents and/or disputes with engineer/owner.
* Import estimate into Viewpoint and HeavyJob systems.
* Mentor, coach and help develop project teams.

**Job Requirements**

* Proficient in Microsoft Office Product Suites, Viewpoint, P6 and Heavy Bid, Trimble Business Center.
* Must be flexible.
* Be highly motivated to succeed and improve on estimation skills.
* Capable of proper time management as it correlates to the work load.
* Must possess full understanding of the estimating import process.
* Proficient in reading, writing, and basic addition and subtraction.
* Possess a strong work ethic and attention to detail.
* Must be a self-starter with the ability to work well under pressure.
* Physical requirements:
	+ Manually lift/carry 25 lbs.
	+ Prolonged driving
	+ Sit for long periods of time
	+ Walk thru tough terrain
* Must possess a valid driver’s license and a clear driving record.

**EDUCATION/WORK EXPERIENCE**

* Desired education – High school diploma is required. BS in Civil Engineering, Construction Management, equivalent experience, or 3-5 Years of Estimating Assisting Experience.
* Desired experience – 10 years of hands on concrete/civil construction experience and 10 years of estimating concrete/civil projects.
* Continuing Education Certifications
* Siema Safety Training Course
* Employee/Safety Orientation

 \_\_\_\_\_

**Employee Signature Date**

**Supervisor Signature Date**

**\*NOTE:**

**This document is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills, and responsibilities required of personnel so classified.**