

Senior Estimator

Primary Function:

The Senior Estimator's primary duty is to contribute to and support the Estimating Department. Senior Estimator's are responsible for full coordination and execution of large complex estimates with minimal supervision.

Duties:

- 1) Review and procure bonds and insurance as required.
- 2) Review plans and specifications for completeness.
- 3) Creation of subcontractor lists and development of bid packages.
- 4) Prepare bid submission documents.
- 5) Perform quantity surveys (takeoffs) to determine the amounts of labor and materials necessary to complete the work.
- 6) Apply the proper unit pricing to determine a total price for the work.
- 7) Analyze and compile data of external factors that can influence costs and efficiencies.
- 8) Perform site and existing building surveys to determine the scope of work.
- 9) Make decisions regarding the sequence of operations, site constraints, crew sizes, productivity factors, and project schedule.
- 10) Coordinate the total estimating effort relevant to a particular bid or negotiated project.
- 11) Develop and maintain a positive working relationship with clients, architects, subcontractors and suppliers.
- 12) Attend meetings that pertain to project costs.
- 13) Convey to the project team the details of the estimate, including opportunities and risks.
- 14) Review and analyze estimated vs. actual costs.
- 15) Analyze documents for Best Value.
- 16) Provide complete conceptual and final estimating input on complex projects.
- 17) Provide training and support to Estimators.
- 18) Able to assemble constructability, value engineering and life cycle reports on an as needed basis though out the design process.
- 19) Track actual field productivity rates to create accurate units costs for Estimating Department use.
- 20) Participate in client interviews and attend business development functions.

Knowledge, Skills and Abilities:

- 1) Knowledge of general building techniques and sequences.
- 2) Knowledge of building codes and standards.
- 3) Skilled in plan reading and interpretation.
- 4) Skilled in both verbal and written communication.
- 5) Proficient in Excel, Timberline Estimating and On Screen Take off software applications.

- 6) Ability to use Building Information Modeling tools to extract quantities and analyze models.
- 7) Must be able to maintain focus during the stress that can occur on bid day.
- 8) Ability to manage duties and processes to meet critical bid deadlines.
- 9) Have a propensity towards mathematics.

Minimum Qualifications:

- 1) Four year degree in Construction Management or Civil Engineering or equivalent combinations of technical training and experience.
- 2) Eight years estimating experience.

You may submit your resume to Natalie Ghilain, Chief Estimator at nghilain@ottoconstruction.com.