

OTTO CONSTRUCTION
Job Description

ESTIMATOR

EXEMPT (Y/N):	Yes	LOCATION:	Corporate Office
HOURS:	8:00 AM – 5:00 PM	DEPARTMENT:	Estimating
	Monday – Friday	SUPERVISOR:	Chief Estimator

SUMMARY: The Estimator's primary duty is to contribute to and support the Estimating Department. Estimators are Senior Estimators in training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following. These duties describe the minimum activities of this position. These duties are subject to change in order to accommodate the needs of the company.

- Review and procure bonds and insurance as required.
- Review plans and specifications for completeness.
- Creation of subcontractor lists and development of bid packages.
- Prepare bid submission documents.
- Perform quantity surveys (takeoffs) to determine the amounts of labor and materials necessary to complete the work.
- Apply the proper unit pricing to determine a total price for the work.
- Analyze and compile data of external factors that can influence costs and efficiencies.
- Perform site and existing building surveys to determine the scope of work.
- Make decisions regarding the sequence of operations, site constraints, crew sizes, productivity factors, and project schedule.
- Coordinate the total estimating effort relevant to a particular bid or negotiated project.
- Develop and maintain a positive working relationship with clients, architects, subcontractors and suppliers.
- Attend meetings that pertain to project costs.
- Convey to the project team the details of the estimate, including opportunities and risks.
- Review and analyze estimated vs. actual costs.
- Analyze documents for Best Value.
- Track actual field productivity rates to create accurate units costs for Estimating Department use.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of general building techniques and sequences.
- Knowledge of building codes and standards.
- Skilled in plan reading and interpretation.
- Skilled in both verbal and written communication.
- Proficient in Excel, Timberline Estimating and On Screen Take off software applications.
- Ability to use Building Information Modeling tools to extract quantities and analyze models.
- Must be able to maintain focus during the stress that can occur on bid day.
- Ability to manage duties and processes to meet critical bid deadlines.
- Have a propensity towards mathematics.

EDUCATION and/or EXPERIENCE:

Four year degree in Construction Management or Civil Engineering or equivalent combinations of technical training and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively in one-on-one situations with customers and employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written and oral form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license and good DMV record to operate vehicle on company's behalf.

OTHER SKILLS and ABILITIES:

Proficient in MS Office (Access, Excel, PowerPoint, Outlook, Publisher, and Word).

Proficient in Timberline and On-Screen Takeoff.

Ability to work without supervision and to meet deadlines.

Ability to work well with others and achieve team goals.

Highly dependable with excellent organizational and time management skills.

Detail-oriented and thorough approach to putting together estimates.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand, and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee occasionally is required to lift and/or move up to 25 pounds and to walk up to ½ mile daily. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in outside weather conditions and is occasionally exposed to wet and/or humid conditions, and fumes or airborne particles.

The noise level in the work environment is usually moderate.

NOTE: Otto Construction is a drug-, smoke- and alcohol-free workplace. Drug testing is a requirement for employment.

Otto Construction is an Equal Opportunity Employer.

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

Employment placement agencies and executives need not inquire.