



## **Chief Estimator Job Description**

### **General Summary:**

Is able to perform all preconstruction functions on projects ranging in \$5 million to \$25 million. Has expert knowledge and understanding of unit costs and the factors that affect construction cost. Demonstrates excellent people and communication skills. Is the lead person on all aspects of cost planning and budgeting during the Preconstruction Phase of the project.

### **Specific responsibilities include, but are not limited to:**

- Develop and maintain project leads
- Takes a lead role with the entire estimating department. Oversees what jobs we are bidding
- Develop and maintain client relationships with new and existing clients
- Build solid budgets and strong communication skills
- Possess the ability to “close the deal”
- Oversee small project estimates
- Prepare bids for all size projects ranging in value from \$5 million to \$25 million

### **Requirements:**

- Have at least a minimum of 10 years experience in the commercial construction industry.
- Understand conceptual estimating.
- Be proficient in Microsoft Word, Excel and Project.
- Be supportive in a team environment.
- Have excellent analytical, written and verbal communication skills.
- Be able to communicate effectively with subcontractors, suppliers, design professionals, clients and project managers.
- Be able to apply common sense in solving problems.
- Possess a strong ambition to succeed.
- Be able to think big picture and take into account long-term implications.
- Be able to do accurate material take-offs.
- Possess strong organizational skills, flexibility, and the ability to prioritize work assignments.
- Extreme attention to detail.
- Availability to work extended hours as required by project schedules or urgent circumstances.
- Ability to travel throughout all areas of construction sites during all phases of a project.
- Be able to consistently meet deadlines.