Weidner
CONSTRUCTION SERVICES

Director of Estimating Job Description

SCOPE

The Director of Estimating is responsible for all work related to the preparation of accurate and competitive estimates and bids for proposed construction projects. The Estimator must embody WCS's commitment to safety, quality, and integrity while efficiently fulfilling assigned duties. The Estimator reports directly to the President.

RESPONSIBILITIES

1. Review potential project bidding opportunities and provide recommendations to President.
2. Oversee and direct those working in the estimating department including support staff to ensure protocol is being followed, assign projects, and coordinate on a regular basis.
3. Prepare Estimates for Bid and Negotiated Projects
    - Immediate examination of drawings and specifications for job requirements.
    - Immediately upon receipt of documents review and develop an understanding of the complete project scope.
    - Issue RFI's to design team to clarify scope and identify missing information.
    - Perform quantity take-offs and pricing.
    - Solicit bids from subcontractors and suppliers. Goal is to have at least 3-5 prices for each trade.
    - Take necessary measures to assure complete coverage and accurate scope of work.
    - Attend pre-bid meetings.
    - Examine site/existing conditions.
    - Compile estimate for review — allowing adequate time for review and for estimate wrap up and delivery.
4. Project Turnover
    - Prepare documentation and review with Project Manager/Superintendent
        - Bid form and estimating spread sheet.
        - Subcontractor and supplier quotes.
        - Qualifications and clarifications.
        - Special requirements.
        - Schedule.

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5. Estimating Maintenance
    - Collect information on costs, productivity, etc. for use in preparing accurate estimates.
        - Update estimating rates regularly.
        - Maintain estimating program — coordinate with others using the estimating program to fine tune and upgrade it.
        - Search out potential new subcontractors, suppliers, methods, equipment, etc. for competitive advantages.
6. Preconstruction Estimating Services
    - Participate in project design meetings.
    - Provide continuous input on project cost throughout preconstruction.
        - Cost studies
        - Value engineering suggestions
        - Phasing analysis
        - Work in union with Business Development so as to obtain a clear objective for estimating strategy and to support their efforts
        - Provide information for bid tracking
        - Collect and compile historical data for updating estimating rates

The above list is not intended to be all-inclusive, and the person filling this role may be requested to assist with other Weidner Construction Services projects, tasks or functions.

QUALIFICATIONS

Expectations

The incumbent must demonstrate the following:

- Successful fulfillment of Duties, Roles and Tasks defined and delegated by Supervisor(s).
- Timely review of project requirements and distribution of drawings and bid notices.
- Timely and accurate communication with subcontractors and suppliers.
- Accurate and thorough preparation of bids.
- Effective communication at the highest level with supervisor, Business Development, Project Manager(s) and Superintendent(s).
- Effective communication at the highest level with Clients(s), designers, subcontractors, suppliers and other external individuals.

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WORKING CONDITIONS

Work Hours:

40+ hours per week, typically Monday - Friday.

Equipment Requirement:

All equipment/tools/software will be provided by Employer.

Mental Demands

There are a number of deadlines and competing priorities that the incumbent will encounter in this position, which may cause stress, and the potential to encounter situations that will require the incumbent to maintain his/her composure and professional demeanor. The person in this position must be able to handle emergencies in a calm and effective manner.

Work Attire

Business casual dress code is required for all office personnel. Dress jeans are permissible, however dress pants and collar shirt are required when meeting with a Client. Good judgment should be used and a sloppy appearance avoided. Personal Protective Equipment shall be worn as needed when visiting active job sites.

The above description is intended to describe the general nature and level of work to be performed in this position and is not intended as an exhaustive list of all responsibilities and conditions of this role, nor are each of the specific duties listed anticipated to be performed on a daily basis. ***By signing below, the incumbent indicates that they have read and understood the position description and have had an opportunity to discuss it with his/her supervisor.***

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