

JOB DESCRIPTION

Job Title: Estimator Civil/Structural

Job Location: Abilene, Texas

FLSA Status: Exempt

Reports To: Estimating Manager

Job Purpose

Prepare portions of proposal estimates from Schedule "A" level bid packages and/or designed projects in Civil/Structural disciplines. Included in the preparation process is review of all technical documents required for Civil/Structural take off, quantification of all Civil/Structural components via a detailed take off developed from the RFP technical documents, apply estimating units for installation, and provide take off information to purchasing form material pricing.

Essential Functions

- Scope of Work – Review proposal specifications and drawings to determine scope of work and required contents of estimate.
- Prepare Estimates – Prepare Civil/Structural estimates by performing complete takeoff from scope of work. Obtain material and subcontract pricing in conjunction with purchasing department. Assign labor values to work the company will perform.
- Database Maintenance – Maintain files of working documents as back-up for estimate figures, including current information on prices from suppliers through direct contact, sales brochures, price lists, etc.
- Coordination: Work closely with the proposal team to insure all Civil/Structural items are accounted for and proper scope clarifications are communicated to the proposal manager.

Knowledge, Skills and Abilities

- Industry Knowledge – Familiarity with construction methods, techniques, and labor, material and equipment costs.
- Organization – Possess the ability to organize large amounts of information into a coherent and meaningful format while working on multiple prospects simultaneously.
- Deadline Sensitive: Must be able to plan work in a manner that will support deadlines established by the proposal manager.
- Technology – Proficiency with Microsoft Excel, Microsoft Access, and Primavera P3.
- Risk Analysis – Must have the ability to identify scope issues that put the company at an unusual degree of risk.
- Cost Analysis – Must be able to identify potential cost savings that should be presented to clients.

Work Experience, Education, Certifications and Licenses

- 3-5 years estimating experience with an EPC contractor in the industrial construction industry (power, process, refining).
- Bachelor's degree preferred, but may be substituted with technical training and/or experience.

This job description reflects management's assignment of essential functions to this position. It does not restrict the ability of the company to assign or re-assign tasks in the future.

Revised 07/07/2005