



JOB DESCRIPTION

Job Title: Senior Estimator

FLSA Status: Exempt

Job Purpose

The primary purpose of this position is to coordinate and manage the estimating effort for major projects and to provide estimating support to Project Management during estimate and proposal preparation.

Essential Functions

- Scope of Work – Review proposal specifications and drawings to determine scope of work and attend pre-bid meetings as needed. Coordinate the estimating effort and maintain a standard estimating process.
- Data Analysis – Review and incorporate historical data from previous bid projects, completed projects, purchase orders, subcontracts, productivity analysis reports, etc. into estimating units.
- Prepare Estimates – Support the project management group in developing the estimates. Develop quantity surveys from plans and specs, as well as, conceptual information. Provide support in obtaining material and subcontract pricing in conjunction with the Purchasing Department. Assign labor values to the work the company will self perform.

Knowledge, Skills and Abilities

- Industry Knowledge – Extensive knowledge and experience in costing and estimating industrial EPC projects and construction only projects.
- Organization – Possess the ability to organize large amounts of information into a coherent and meaningful format while working on multiple prospects simultaneously.
- Technology – Proficiency with Microsoft Excel and Word. Proficiency in Microsoft Access is a plus.
- Company Knowledge – Develop a thorough knowledge of company procedures and standards.
- Leadership – Ability to coordinate and supervise group work efforts.

Work Experience, Education, Certifications and Licenses

- 5 years of estimating or project management experience with an EPC contractor in the industrial construction industry.
- Bachelor's degree preferred.
- Project Management experience preferred.

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.

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