

## **Job Description: Estimator**

**Summary of Responsibilities** The Estimator is a critical position within CTEC AG. Estimators are responsible for evaluating bid specifications and drawings, ensuring that we know everything required to successfully bid and win the project. Estimators must aggressively follow-up with subcontractors to ensure that bids are received. Estimators also work with the Project Management teams to follow-up on bids and budgets to close the business.

## **Bid Administration**

- Prepares and maintains status of plan reproduction
- Solicits and maintains communication with subcontractors and vendors
- Prepares subcontractor bid packages
- Transmits addenda and other bid information to subcontractors
- Ensures that we have the proper coverage from subcontractors on bid day
- Contacts supply houses to obtain additional subcontractor bids
- Shows creativity and resourcefulness to gain better pricing from subcontractors
- Submits 100% of bids and budgets by the bid deadline – no exceptions

## **Project Knowledge & Skillset**

- Experience in reviewing bid requirements thoroughly and asks follow-up question on every bid
- Has a thorough understanding of the scope for specific trades assigned
- Experience in developing RFI's and clarifications and ensure adequate subcontractor coverage and shows interest
- Performs a comprehensive "bid day" analysis and scoping of specific assigned trades
- Understands how to fit subs to the size/scope of project
- Creates bid lists that fit scope of job, ensuring that we have the right subs for the project
- Minimize exclusions by “doing our homework”

- Include value-engineering ideas on every bid

### **Project turnover**

- Properly turns over bid documents and sub buyout information to Project Management in a timely manner.
- Goal is 100% of awarded projects turned over within 24 hours of notification.
- Review drawings with Project Management team and highlight areas of concern
- Review job cost with Project Management team and highlight any subs/material vendors that still need to be awarded
- Complete project kick-off form to ensure compliance

### **Operate as One Team**

- Build strong win-win relationships with other departments within CTEC AG, including project management, marketing, business development, accounting, and superintendents.

### **Take Ownership**

- Complete all activities with a pride of ownership “as if it was your name on the door.”
- Participate in company-wide events, such as meetings, socials, etc.
- Demonstrate adherence to and performance in keeping with the goals of CTEC AG’s Equal Employment Opportunity Policy and Affirmative Action obligations

### **Go the Extra Mile**

- Going that extra step to ensure that CTEC AG bids and proposals are competitive and have the greatest chance of winning with profit. This may

require the employee to arrive early, stay late, or perform tasks not specifically outlined in the job description.

- Double-check all critical work deliverables to minimize mistakes.

**General requirements for all positions:**

- Excellent written and verbal communication skills.
- Must know Microsoft Office products including Word, Excel, Project.
- Must be self-motivated & punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
- Must be professional and polished in appearance and speech.
- Must be detailed oriented.