



Estimator

The responsibilities of an Estimator at Broadway Construction LLC include but are not limited to the following:

- Analyze blueprints, specifications, and other documentation to prepare cost estimates for competitively bid construction projects.
- Provide detailed estimate of the scope of project in the bid documents.
- Establish an initial contract value for bond procurement.
- Recommend subcontractors from the bid list per project.
- Contact special vendors and subcontractors to obtain a proposal.
- Review and evaluate sub bids for completeness and pricing.
- Communicate with subcontractors about discrepancies in scope of project or pricing.
- Provide estimate for “plug” items.
- Prepare final cost estimate and provide input as required.
- Perform detailed scope of project reviews for all subcontractor’s and vendor’s proposal.
- Coordinate a bid runner, if necessary, for “in person” bid deliveries.
- Assist in contract negotiation and scope of project review, subject to Sole Member supervision and direction.
- Assist with contractor relations and issues with the projects related to the estimate or scope of project.
- Analyze completed projects to compare estimated costs to actual costs and determine reason for discrepancies.

In order to perform this job successfully, an individual must be able to effectively perform each duty listed above. The below requirements are a representation of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE

- Four-year Civil Engineering, Construction Management, or equivalent combination of technical training and/or related experience.
- Minimum 5 years of experience estimating projects with values up to \$5,000,000.
- Minimum 5 years of experience in commercial construction industry working on Government funded projects.
- Proficient in Microsoft Office Suite and computer estimating and pricing systems.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES/LICENSES/REGISTRATION: Valid driver's license and clean driving record.

PHYSICAL DEMANDS

- Ability to stand $\frac{1}{3}$ - $\frac{2}{3}$ of the time.
- Ability to walk $\frac{1}{3}$ - $\frac{2}{3}$ of the time.
- Ability to sit $\frac{1}{3}$ - $\frac{2}{3}$ of the time.
- Ability to use hands to finger, handle or feel greater than $\frac{2}{3}$ of the time.
- Ability to reach with hands and arms greater than $\frac{2}{3}$ of the time.
- Ability to climb or balance $\frac{1}{3}$ - $\frac{2}{3}$ of the time.
- Ability to stoop, kneel, crouch, or crawl $\frac{1}{3}$ - $\frac{2}{3}$ of the time.
- Ability to talk or hear greater than $\frac{2}{3}$ of the time.
- Ability to lift up to 50 pounds less than $\frac{1}{3}$ of the time.
- Close vision (clear vision at 20 inches or less) greater than $\frac{2}{3}$ of the time.
- Distance vision (clear vision at 20 feet or more $\frac{1}{3}$ - $\frac{2}{3}$ of the time.

WORK ENVIRONMENT: Noise level in the work environment is usually moderate.

Regularly exposed to:

- Wet or humid conditions (non-weather) $\frac{1}{3}$ - $\frac{2}{3}$ of the time
- Work near moving mechanical parts $\frac{1}{3}$ - $\frac{2}{3}$ of the time
- Fumes or airborne particles less than $\frac{1}{3}$ of the time
- Toxic or caustic chemicals less than $\frac{1}{3}$ of the time
- Outdoor weather conditions $\frac{1}{3}$ - $\frac{2}{3}$ of the time
- Vibration less than $\frac{1}{3}$ of the time

I have read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not an all-encompassing list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. I acknowledge that Broadway Construction reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed. I acknowledge that this does not constitute a contract of employment nor alter my status as an at-will employee. I have a right to terminate my employment at any time for any reason, and Broadway has a similar right.

Employee Signature: _____

Date: _____

Sole Member Signature: _____

Date: _____