

ESTIMATOR

Division/Department	Tpac
Location	Phoenix, AZ
Job Title	Estimator
Reports to	General Manager

GENERAL DESCRIPTION

The primary responsibility is to research and identify advertised and potential precast project opportunities in various regions where the company operates using construction industry software tools and other methods. Once identified, the person will be responsible for reviewing available drawings and specifications as required. Depending on experience, candidate will develop or assist with developing quantity takeoffs and estimates, review of bid documents, preparation of proposal documents and communication with general contractors, architects and engineers.

RESPONSIBILITIES

- Follow and maintain job leads; assist in development of precast projects
- Complete job estimates for bidding purposes
- Review and analyze drawings and engineering details to compose timely and accurate estimates and proposals
- Complete take-offs from original project drawings
- Work closely with engineering department and project managers on job changes and job progress
- Manage sales and preconstruction progress of multiple projects
- Support sales in preconstruction efforts
- Work with construction community to convert projects to precast and value engineer precast alternatives
- Lead generation and management to maintain a pipeline of opportunities that turn into projects

POSITION REQUIREMENTS

- Minimum of two years of estimating or construction experience
- Education in construction management, architecture or engineering is preferred
- Ability to read and understand construction drawings and specifications is required
- Candidate must have excellent organization and communication skills
- Computer skills, including proficiency in Microsoft Windows/Office programs, as well as familiarity with construction lead generation software is required