

Position Description - Project Estimator

Responsibilities	<p>Represent Puetz Design+Build in a Professional Manner Establish and Maintain Client and Subcontractor Relations Identify and Evaluate Client Needs -Good Listener Identify and Evaluate Project Delivery Systems Prepare and Maintain Project Cost Estimates and Project Budgets - sometimes with little information Solicit Bids and Proposals from Subcontractors and Suppliers - Maintain ethics policies Administer and Monitor Bidding Process Evaluate Bids and Proposals Identification and Evaluation of Design Costs Value Engineering Client Design / Cost Estimate Presentation Preparation and Delivery Identification and Evaluation of Cost Sensitive Design Options Review Project Drawings and Specifications and Offer Cost Driven Input Prepare, Distribute and Provide Information to Operations and Purchasing Dept. Identification and Evaluation of Means and Methods of Construction Related to Cost Maintain Subcontractor and Supplier Database Maintain and Update Estimating Software as Needed Prepare Conceptual Estimates in Conjunction with In-House Design Department Prepare Cost Proposals Prepare Estimates in Accordance with Project Delivery Method</p>
Qualifications	<p>Minimum of 5 Years of Experience in Commercial Construction Estimating Candidate Must Be Proficient in <u>Labor Based</u> Estimating Practices Proficient in Microsoft Excel, Bluebeam, ProCore, Spectrum or Similar Cost Accounting Software Excellent Communication Skills Ability to Work with a Team of Estimators and Project Management Staff</p>
Benefits	<p>Salary D.O.E. Paid Vacation Health Insurance 401K Benefit Information Available Upon Request</p>