



Estimator (Field)

Location: Live Oak, FL (Hybrid)

FLSA Classification: Full time, Non-exempt Role

Work hours: Monday through Friday, 8:00am to 5:00pm; occasional evening and weekend work may be required as job duties demand.

Job Summary:

The estimator determines the estimated costs to complete the projects for our customers. The cost estimates are used to support the company management to establish the pricing or bids for the projects the company is competing for.

Essential Functions:

- Support all aspects of subcontractor and supplier estimating and bidding processes.
- Process RFP, RFQ, and internal pricing request and facilitate broadcast announcements of bidding opportunities.
- Competently draft, proof, audit, and deliver both private and public proposals.
- Work with Project Executives, Marketing, and Accounting staff coordinating contributions from all into proposals.
- Qualify sub-tier bids for completeness and compliance.
- Ensure company compliance with bidding regulations and goals of each project.
- Develop, prepare, coordinate, and execute presentations and proposals to existing or new clients.
- Work on multiple company bids simultaneously and delivering in accordance with deadline objectives.
- Must be able to complete take-offs of plans and specifications (new projects) as well as from visiting those sites and gathering the needed information (repairs, maintenance or improvement of existing structures).
- Develop pricing for the project by enter this information into the company estimating system
- Operate and maintain proficiency in all internal estimating systems, technologies, and software.
- Minimizes exposure and risk by implementing quality assurance controls in estimating. Promptly reports changes (discoveries) in scope and revenue to senior management.
- Identify and execute strategic opportunities within proposal to optimize
- Handle receiving quotes for both materials and subcontractors associated with the projects being bid.

Competencies/Essential Skills

- **Computer and Technical Skills:** Embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office (Excel, Outlook, & Project), and PrimeBid estimating software. May be asked to help obtain and find best estimating software to build out processes for organization.
- **Organizational skills:** Ability to manage the needs of the team as well as ensure estimates are meeting timelines/goals set for clients/customers.
- **Written and verbal communication skills:** Ability to work effectively with other team members. Must be able to communicate effectively with vendors and subcontractors to receive accurate quotes for materials, equipment and subcontractors related to the job they are estimating.



- **Time Management:** Develop, organize, plan and have time management abilities to utilize, solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.
- **Analytical/Financial:** Ability to build DETAILED, accurate estimates in an efficient manner. Strong math abilities. Bids and estimates are developed using math skills including simple arithmetic, algebra and geometry.

Travel

Travel to and from job sites as needed for projects.

Physical Demands

- This job operates primarily in a professional office setting, will visit sites as needed.
- Frequent use of standard office equipment, such as computers, phones, copiers, and scanners.
- Must be able to bend and lift and carry up to 10 pounds.
- Frequently exposed to wet and/or humid conditions at work sites
- Occasionally exposed to moving mechanical parts; fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud

Required Education and Experience

- Bachelor's degree (business, construction management, design or engineering) or equivalent experience is required.
- +5 years of extensive experience in estimating industrial construction projects.
- Must be thoroughly versed in the operations of a construction company, with large construction firms that perform high sales volumes.
- Experience working in steel fabrication facility—knowledge needed to understand work performed.
- Working knowledge of estimating software programs. Preference to be able to select, build out and set up processes within software programs.
- Financial and Job Cost Accounting Knowledge
- Demonstrate ability to maximize company profitability

Affirmative Action/EEO statement

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment all employment actions such as promotions, compensation, benefits and termination of employment.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.