



MURRAY BUILDING COMPANY

POSITION DESCRIPTION AND OUTLINE

ESTIMATOR

Murray Building Company is a regional construction services provider whose vision is to be a niche for our team and the others we serve because of our unique value, influence, and desire to build meaningful relationships. We achieve this vision by providing excellent construction service that achieves inspired results and positive returns. Our core values include integrity, respect, trust, teamwork, professionalism, and excellence.

The Estimator reports to either the Sr. Estimator or the Director of Preconstruction Services and works with the Preconstruction team to prepare comprehensive cost estimates. The Estimator analyzes plans and specifications, visits the site and attends pre-bid meetings (if applicable), performs quantity take-off, builds an estimate, solicits pricing from subcontractors and suppliers, assigns pricing to estimate line items, and performs all functions from start to finish to estimate a project and submit a proposal. This position requires attention to detail, appropriate time management, and a self-starting attitude. The Estimator will interact with clients, architects, engineers, subcontractors, vendors, and local authorities.

DUTIES: ESSENTIAL FUNCTIONS

- Have knowledge of industry practices, procedures and market trends.
- Accurately perform quantity take-offs utilizing methods that are organized and easily understood by other team members.
- Maintain the estimate files and proposals in an organized manner.
- Prepare project schedules.
- Meet deadlines with minimal supervision.
- Develop relationships with subcontractors and vendors.
- Possess excellent verbal and written communication skills.
- Maintain a high standard of ethics.
- Can visualize the project and think through the building process.
- Manage the request for proposal (RFP) process.
- Review subcontractor and vendor proposals for complete scope and compliance with the plans and specifications and can determine which proposal is the best qualified bid.
- Maintain professionalism when faced with aggressive deadlines.
- Prepare proposals and submit them to clients in a timely and professional manner.
- With assistance from the Preconstruction team, communicate and manage the relationship with the client and possess the ability to be winsome and develop business for the company through the estimating process.
- Meet with the Project Managers and Superintendents to describe the project and review the estimate, schedule and specific information required to successfully build the project.
- Assist the Project Manager during project buyout by reviewing proposals and scope of work.

- Develop conceptual estimates with minimal subcontractor assistance using limited preliminary design documents and information.

EDUCATION AND EXPERIENCE

- Applicants should have some construction related experience.
- Bachelor's Degree in Civil Engineering, Construction Management, Building Construction, Building Science, or other equivalent construction program.
- Have proficiency with commercial estimating, scheduling, and bid management software such as iSqFt, Timberline/Sage, PlanSwift and SureTrak.
- Have general proficiency with information technology and typing.