



JOB TITLE: Estimator

GROUP:		FLSA STATUS:	Exempt
DEPT:	Office	GRADE:	
LOCATION:	Canoga Park	EFFECTIVE DATE:	
REPORTS TO:	President/CEO	APPROVED BY:	

GENERAL PURPOSE

Facilitates successful project awarding and completion by providing construction cost estimates pursuant to project bidding and negotiation.

RESPONSIBILITIES/DUTIES: Essential functions of the job are denoted by an asterisk (*). Please note that the essential functions may vary depending on department size, organizational structure and/or geographic location. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- *• Prepares project take-off, pricing and write up.
- *• Coordinates correspondence and telephone communication with vendors and sub-contractors.
- *• Coordinates correspondence and telephone communication with customers.
- *• Evaluates bid documents and material quotes.
- *• Performs job walks
- *• Coordinates project with contractors, suppliers, and city, county and state agencies.
- *• Assists field personnel with problem solving.
- *• Carries out all responsibilities in an honest, ethical and professional manner.
- *• Other duties may also be assigned.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications, which an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and/or geographic location.

Knowledge:

- High School diploma and 10+ years progressively responsible, related experience

- Strong understanding of the business and project management

Skills/Abilities:

- Ability to think strategically and understand technical data
- Planning and organizing skills
- Verbal and written skills
- Strong customer and results orientation
- Ability to interact effectively at all levels

PHYSICAL DEMANDS: In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.

Travels as required to meet accountabilities.

WORK ENVIRONMENT: In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

The office is clean, orderly, properly lighted and ventilated. Noise levels are considered low to moderate. Work sites vary from location to location.