

Title

Estimator

H.W. Houston Construction, LLC

Classification

Exempt

Reports to

Preconstruction Manager

Date

March 2021

Job Description

Summary/Objective: An Estimator provides estimates through quantity survey, data entry, reading and understanding of drawings.

This position will report to a Preconstruction (Precon) Manager and may have duties and responsibilities across multiple groups within the organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An Estimator will be responsible for providing accurate and comprehensive estimates of the amounts of materials, equipment, and labor necessary for the construction of H.W. Houston projects.

- Demonstrate understanding and alignment with H.W. Houston safety procedures and incorporate these into the projects and department routines, as appropriate.
- Read drawings, specifications, and narratives to understand project requirements. Interpret interior and exterior scope items. Analyze various building systems such as structural, sitework, mechanical, electric, equipment, etc. Determine the relationship between the drawings, specifications, and narrative. Analyze and identify missing components in the project drawings. Coordinate work elements between bid packages outside of assigned scope, as appropriate.
- Quantify the building elements required for a project by counting and measuring items from construction drawings (takeoff). Leverage software to quantify takeoff on 2D plan set. Quantify missing components identified during the drawing analysis. Set up the initial project takeoff template. Remain informed of current material costs. Calculate the quantities (quantity survey) of required building elements, such as structure, site, concrete, steel, finishes, skin, etc. Logically organize the quantity takeoff.
- Participate in the cost study log process. Identify and analyze value engineering opportunities. Price and complete takeoff for identified opportunities.
- Complete data entry requirements, to include transferring data between systems and categorizing data into cost types.
- Build relationships and coordinate and communicate with subcontractors. Contact subcontractors to solicit and coordinate schedules, deadlines, and expectations. Follow up with subcontractors to submit proposals in a timely manner. Submit subcontractors to Risk Management for prequalification, as needed. Update and maintain the bidders list. Serve as the conduit of information and clarifications between the subcontractor and the project team leads. Respond to email and telephone communications in a timely manner. Proactively solicit subcontractor bids and fulfill any commitments made to develop trust.
- Assist with compiling the project deliverable package, to include completing clarifications related to the deliverable package or assigned building scopes; generating visuals and printing the estimate report for the deliverable package; and assisting the Precon Manager with producing a complete deliverable package, as requested. On bid day, lead activities in partnership with the Precon Manager, assign responsibilities, and complete data entry for the final competitive bid.
- Develop self-perform estimates for doors/frames/hardware, specialties, rough carpentry and/or concrete. Assign production rates to self-perform tasks. Consistently strive to deliver competitive self-perform work.

- Set up and evaluate bids, including compiling and analyzing subcontractor quotes in partnership with Operations, and comparing subcontractor, supplier, and vendor quotes to determine the best value.
- Coordinate and communicate with leadership and the project team to advance the project. Provide updates to the Precon Manager and coordinate with Operations teams to fulfill project requirements and requests. Hand the project over to the Project Manager and serve as the point of contact/support for the project team during the transition of the project to Operations. Read and respond to communications (email and phone calls) in a timely manner.
- Build and sustain relationships with leadership, clients, and the project team. Partner with and support the team with tasks as requested. Proactively fulfill identified requirements to advance the estimating process.
- Independently manage multiple, simultaneous projects. Handle deliverables for multiple projects and meet associated deadlines. Stay organized and prioritize tasks appropriately.
- Attend and participate in appropriate project meetings including Precon and staff meetings. Attend and participate in pre-bid meetings and job walks to understand the project needs and ask questions. Network and build relationships with attendees, as appropriate.
- Actively seek career and professional growth. Visit jobsites to learn more about the construction process. Attend company and/or industry training offerings. Set performance and learning goals during performance reviews. Actively seek additional development, as appropriate. Demonstrate a willingness to receive and apply coaching and feedback.
- Represent the H.W. Houston brand, ethics, and values in the workplace. Model desired professionalism, conduct, and behaviors. Foster collaboration and teamwork. Take initiative and responsibility for work quality.

Competencies

- | | |
|---|---|
| <ul style="list-style-type: none"> • Reading Comprehension • Communication – Written and Verbal • Time Management • Planning / Organizing • Attention to Detail • Professionalism | <ul style="list-style-type: none"> • Collaboration / Teamwork • Working with Technology • Analytical / Data-Driven Mindset • Action-Oriented • Dependability / Reliability |
|---|---|

Knowledge and Skill Requirements

- | | |
|--|---|
| <ul style="list-style-type: none"> • Skilled at perceiving spatial relationships • Data entry skills • Basic math skills • Abstract and concrete reasoning skills • Prioritization skills • Information and digital literacy skills • Data analytics skills | <ul style="list-style-type: none"> • Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook) • Knowledge of reading drawings, plans, blueprints • Knowledge of doors, building specialties, and rough carpentry • General knowledge of 2D drawings and floorplans |
|--|---|

Supervisory Responsibility

None

Work Environment

This job operates in a professional office environment as well as in a construction work site environment. This role routinely uses standard office equipment and works inside with others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, hear, use eye/hand coordination, use manual dexterity, and use personal office equipment. The employee frequently is required to stand; sit; walk; stoop; crouch; use motor skills; and reach with hands and arms. The employee is occasionally required to climb stairs, balance, or kneel. The employee must occasionally be able to work effectively in a

construction job site environment, including but not limited to working outside, working alone, excessive heat/cold, fumes/smoke/gases, walking on uneven surfaces, and working around heavy equipment/ machinery. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/Expected Hours of Work

Full time. Work may necessitate a flexible schedule and/or extended hours when required by project schedule.

Travel

Ability to travel to various jobsites where H.W. Houston conducts business.

Required Education and Experience

- Bachelor's degree in Engineering, Construction Engineering, Construction Management, or the equivalent
- Education in general plan reading and interpretation
- Previous construction estimating experience

Preferred Education and Experience

- Experience using OST (On-Screen Takeoff) or other equivalent takeoff software
- Experience using Bluebeam, Adobe, or other document management software
- Experience using Timberline or other equivalent estimating database software
- Experience applying Construction Specifications Institute (CSI) writing standards
- Experience using Building Connected or equivalent subcontractor solicitation software
- Experience identifying discrepancies in drawings
- Knowledge of material costs and experience with production rates
- Knowledge of bid leveling and Bid Tabs
- Knowledge of interior and exterior construction scopes
- Experience meeting deadlines in challenging situations

AAP/EEO Statement

H.W. Houston is an equal opportunity employer.

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.