



ESTIMATOR – COMMERCIAL CONSTRUCTION

Department: Rush Commercial Construction
Reports To: Director of Operations
FLSA Classification: Exempt

Job Summary

The Estimator, working with the Senior Estimator, performs tasks necessary to help perform preconstruction, bidding, and budgets on construction projects. Candidate would ideally have at least 1 year of experience in estimating, project engineering, or project management on commercial and/or multi-family construction projects.

Responsibilities include accurate take-offs of plans, maintaining and building subcontractor relationships and issuing timely invitations to bid. The Estimator works with the Senior Estimator in receiving and evaluating bids as well as advertising upcoming bids to the subcontractor community.

The ideal candidate is capable of generating accurate scopes of work and pricing, participating in project walk-throughs or pre-bid meetings, and meeting critical deadlines in high pressure situations.

Essential Duties & Responsibilities

- As directed by, and working with, the Senior Estimator, the Estimator performs preconstruction efforts which include subcontractor solicitation, quantity take off, constructability reviews, value engineering, bid package development, subcontractor coordination, and will provide bid results to subcontractors.
- Responsible for evaluating bid specifications and drawings in order to develop successful and complete estimates of complex construction projects.
- Develop and maintain relationships with subcontractors to help ensure wide coverage and manage subcontractor database; prepare subcontractor bid packages.
- Track and maintain current market cost data on all subcontractor areas.
- Develop and define accurate and concise estimate clarifications, exclusions and assumptions.
- Obtain clarifications on plans and specifications from architects and engineers when necessary.
- Communicate with architects, owners and consultants to clarify scope of work.
- Direct, coordinate and provide information and documents to subcontractors and suppliers.
- Obtain and analyze subcontractor and vendor proposals for completeness in required scope of work.
- Help manage subcontractor pre-qualification efforts.
- Demonstrate basic conceptual estimating skills by interpreting data.
- Assist in managing preconstruction meetings including meeting minutes.
- Assist in Value Engineering when required.
- Assist marketing with proposals during project acquisition.

Minimum Qualifications

- Undergraduate degree in Construction Management, Engineering, Business, or related field. An equivalent combination of education and experience may be substituted under appropriate circumstances.
- Must understand, and have experience in, evaluating bid specifications and drawings.
- History of work in various construction types with a working knowledge of all major elements of commercial building is preferred.
- Ability to assist in producing conceptual estimates.
- Knowledge of, and the ability to use Sage Estimating software and On-Center Take-off software.
- One year of construction experience.
- Proficiency in Microsoft Excel, Word, Project, and BlueBeam.
- Good communication and documentation skills including reading, writing, understanding and communicating clearly, effectively and professionally.
- Ability to understand and follow directions.
- Experience with managing vendor relationship, estimation, analyzing information and reporting is essential.
- Demonstrated strong team work ethics and decision-making skills.

Physical Requirements

The physical demands of this job are consistent with a clerical type position. Must be able to lift up to 25 pounds.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies please visit:

<http://www.therushcompanies.com/rushcareers>

How to Apply:

Please send cover letter and resume using the link provided or send via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr. NW
Gig Harbor, WA 98335

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.