

Estimating Track

Estimators are responsible for reviewing and understanding project plans, specifications and owner requirements. They also perform site visits and evaluate and price methods to construct a variety of projects from simple to complex. Estimators have and develop knowledge in quantity take-off, work pricing, schedule development, and basic engineering. They also have experience in MS office and have and develop knowledge of HCSS HeavyBid Software. Individuals that start within this track may also move to the Project Management Track.

Estimating Technician

Responsibilities including but not limited to:

- Assist Junior Estimators and Estimators
- Prepare detailed take-offs of contract documents
- Obtain and evaluate quotes from suppliers and subcontractors
- Begin basic entry into estimating software (HCSS HeavyBid)

Drafter/Detailer

Responsibilities including but not limited to:

- Assist Estimators at all Levels
- Assists projects and groups with CAD related needs
- Prepare drawings and design sketches
- Prepare detailed take-offs of contract documents

Junior Estimator

Responsibilities including but not limited to:

- Assist the Estimators
- Develop detailed take-offs of contract documents
- Gathers and researches historical cost data
- Prepare pre-bid questions
- Enter data into bidding software (HCSS HeavyBid)

Estimator

Responsibilities including but not limited to:

- Preparation of Cost Estimates for smaller projects or portions of larger projects
- Review and submit pre-bid questions to owners
- Develop detailed take-offs of contract documents
- Assigns Crews, productions, and costs to the work
- Evaluates historical cost data
- Evaluate quotes from suppliers and subcontractors
- Develop preliminary project schedules

Lead Estimator

Responsibilities including but not limited to:

- Preparation of Cost Estimates and Bid Proposals for small, midsize or portions of larger projects
- Review and submit pre-bid questions to owners
- Develop detailed take-offs of contract documents
- Assigns Crews, productions, and costs to the work
- Evaluates historical cost data
- Evaluate quotes from suppliers and subcontractors
- Assure preliminary project schedules are realistic
- Assist in the development of Estimating technicians, Junior Estimators, and Estimators

Senior Estimator

Responsibilities including but not limited to:

- Preparation of Cost Estimates and Bid Proposals for the company's largest projects
- Review and submit pre-bid questions to owners
- Develop detailed take-offs of contract documents
- Assigns Crews, productions, and costs to the work
- Evaluates historical cost data
- Evaluate quotes from suppliers and subcontractors
- Assure preliminary project schedules are realistic
- Reviews the work of other estimators
- Assist in development of Estimating technicians, Junior Estimators, Estimators & Lead Estimators

Director of Business Development*

Note that this position shares responsibilities with the marketing track

- Project searches and advertisement review
- Initial document gathering and review
- Completion of Project Overview Sheet for bid list
- Design-Build aspects
 - Proposal spec review and scoring evaluation
 - Proposal preparation

Chief Estimator

Responsibilities including but not limited to:

- Responsible for all estimating for a division/group of the company
- Prepares Cost Estimates and Bid Proposals for the division/group's largest projects
- Assists in the preparation of significant purchase orders and subcontract
- Oversees buyout of awarded contracts
- Responsible for transfer of estimates into the financial systems
- Develops Senior estimators, lead estimators, and estimators
- Identifies and evaluates potential projects for the division/group to bid on