

Estimator

Please send your cover letter and résumé to Jalin Phelps at jalin@jcp-construction.com to apply.

Position summary: The Estimator is responsible for preparing accurate and competitive cost estimates for projects to ensure the successful acquisition of work. As a key member of the Estimating Department, which now includes a Senior Estimator and an Estimator, the role involves collaborating closely with the Project Management team and supporting project planning to achieve company objectives.

General Responsibilities:

- Collaborate with Senior Estimator and Project Managers to prepare detailed and competitive estimates for projects.
- Analyze project plans, specifications, and other documentation to develop accurate cost estimates.
- Participate in pre-construction meetings, bid meetings, and project handoffs.
- Assist in maintaining the estimating database and ensuring all data is up-to-date and accurate.
- Follow the company's best practices and estimating standards.

Work Deliverables:

- Perform quantity take-offs, cost analysis, and competitive bidding for assigned projects.
- Prepare detailed scope sheets for subcontractor bidding and analyze subcontractor proposals.
- Review construction documents for changes and potential cost impacts, ensuring that estimates reflect up-to-date project requirements.
- Develop project bid schedules and ensure that all required documents are submitted on time.
- Create detailed estimates, budgets, and bid proposals for review with the Senior Estimator and Project Managers.
- Assist in the development of value engineering options to provide clients with cost-effective solutions.

Operational Excellence (Effective Planning):

- Ensure all estimates are completed accurately, reflecting the latest plans, specifications, and company pricing strategies.
- Collaborate with the Project Manager to confirm the scope of work, identify long lead-time materials, and critical project elements.
- Maintain organized files of working documents, including backup for estimates, analysis, and proposals.
- Track and analyze post-bid feedback to refine future estimates and improve accuracy.
- Review and assess historical data, such as production costs, to develop a more thorough analysis of future projects.

Pride in Workmanship (Finish Well):

- Conduct post-bid analysis meetings to ensure lessons learned are integrated into future estimates.
- Participate in project kick-off meetings to communicate the scope of work, estimate details, and project expectations to the team.
- Ensure accurate documentation of estimates and communicate any potential cost issues to project teams during project execution.

Relationship Management (Develop Critical Relationships):

- Establish and maintain relationships with subcontractors and suppliers to secure competitive pricing and favorable terms.
- Work collaboratively with design teams, owners, and other stakeholders to understand project requirements and align estimates with client expectations.
- Develop strong relationships with the internal project team to support the successful transition of projects from estimating to construction.
- Foster positive relationships with all external parties, promoting a professional and respectful working environment.