



Position: Estimating/Sales
Reports to: Sales Manager

FLSA Classification: Exempt
Date: Revised 11/2023

JOB DESCRIPTION

Estimator will collect and analyze information to estimate accurate bid proposals and scope analysis for potential construction projects.

Duties/Responsibilities:

- **Project Estimating:**
 - Review proposal specifications, and drawings, attend pre-bid meetings, etc. to determine the scope of work and required contents of estimate.
 - Provide conceptual, hard bid, and final estimating input on complex projects.
 - Incorporate historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and man-hour figures
 - Ensure all working documents and data are maintained to back-up estimate figures.
 - Assist operations department during preparation of inquiries and final evaluation of submitted bids as required.
 - Prepare pricing estimates on new projects and estimate prices on change orders on existing contracts
 - Get drawings and specs, either from general contractor or online.
 - Call for pricing: definitely rebar and concrete; possibly gravel & other specialties.
 - Do take-off of quantities: footers, walls, slabs, site flatwork, bollards, etc.
 - Compute volume of materials needed: rebar, concrete, gravel, etc.
 - Estimate man hours.
 - Review specs and addenda.
 - Discuss project with general contractors as necessary.
 - Calculate pricing.
 - Type estimate, print, save as PDF, and email.
 - Follow up after bid date to see where your # was.
 - Negotiate estimate to get job
 - Review, Revise, and sign contract for jobs awarded
 - Send out project start email
 - Flag extraordinary contract scope items for safety and field departments
 - Provide pricing for change orders and extra work
 - Sell 4.2 mil at 22% at job costing in the first year
- **Management:**
 - Review completed job profitability
- **Financial Responsibilities:**
 - Establish project phases, categories, and schedule of values in computer ease
 - Review of job costing with Project Coordinator
- **Sales:**
 - Develops and maintains relationships with suppliers and subcontractors

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- Must set a positive example in the areas of: Metcon' s Core Values, Metcon' s Mission & Vision and Metcon policies.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent communication skills
- Excellent organizational and planning skills
- Critical thinker/planner
- Computer knowledge of estimating and pricing systems, Microsoft software applications including Excel, Word, Access, PowerPoint, and Outlook
- Attention to detail required.
- Negotiation skills
- Self-Motivated
- Excellent time management skills
- Ability to handle confidential information.
- Ability to read and interpret technical and legal documents.

Education and Experience:

- High school diploma or equivalent qualification
- 2 yrs minimum experience in estimating or sales.

Physical Requirements:

- Prolonged periods sitting, standing and walking.

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.

Signatures

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

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Employee _____ Date _____

We are an equal opportunity employer.

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