



## **SENIOR ESTIMATOR**

### **Responsibilities:**

- Leadership and Relationship Building
- Ensure that the estimating process runs smoothly and efficiently and client expectations are exceeded throughout the duration of the project(s)
- Build relationships to understand client, designer and subcontractor needs and expectations
- Effectively facilitates collaboration amongst team members
- Effectively communicate with all stakeholders
- Manage Assistant Estimators
- Participate in business development activities, presentations and interviews
- Lead the Estimating team including Assistant Estimators, MEP Estimators and Career Start team members on projects
- Develop others and act as a Subject Matter Expert (SME)
- Technical Skills
- Prepare an in-house budget and GMP
- Prepare quantity take-offs and apply unit pricing for material and labor to establish a value for the work
- Understand the full scope of the project through document review and asking questions of the design team and owner
- Prepare value engineering and risk analysis
- Prepare qualifications and assumptions for the estimate
- Prepare cost comparisons/reconcile with previous estimates
- Reconcile with outside Estimators
- Lead constructability reviews
- Manage Subcontractor solicitation & selection process
- Prepare Exhibit B, and/or scope sheets
- Ensure quality control of departments bids and estimates

### **Qualifications:**

- Bachelor's Degree, preferably in Civil Engineering, Construction Management, Architecture or related field
- Minimum of 8 years of experience in Estimating, or equivalent
- Computer skills
- Working knowledge of Excel spread sheets, and Word processing programs
- Experience with estimating software such as Timberline, OST, MC2
- Understanding of the influence of market conditions on pricing



**Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk or hear; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand; walk; and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.

**Necessary Attributes:**

- Actively participate as a team member
- Work effectively with all colleagues and constituents
- Possess and understand Messam's core values, goals, and vision
- Detail oriented
- Time management skills
- Sense of urgency and 'can do' attitude
- Take ownership of projects/clients managing both up and down
- Able to work with minimal direction
- Problem solving skills
- Able to work with speed and efficiency
- Able to anticipate issues, reactions, etc.

Messam Construction is an Equal Opportunity & Affirmative Action Employer.