



PROJECT ESTIMATOR

The Estimator is a key part of the preconstruction effort, creating effective estimates which support successful execution of projects in the field. The primary objective of this role is to lead preconstruction assignments to produce clear and concise deliverables as dictated by the project instructions, including cost estimates, clarifications, schedules, unit prices, and alternates.

Responsibilities:

- Prepare ROM Budgets and firm estimates with the proper level of detail for all design stages: Conceptual, Schematic Design, Design Development and Construction Documents.
- Manage and track multiple preconstruction project estimates concurrently.
- Interface directly with clients and vendors, including owners, architects, subcontractors, suppliers, or engineers as required while representing the company in a positive and professional manner.
- Attend prebid meetings or preliminary job site inspections.
- Successfully read and interpret plans and specifications, including being able to identify potential constructability or schedule discrepancies.
- Provide potential value engineering options for clients by utilizing your own experience and expertise, that of our team, and of the subcontractors.
- Obtain and qualify bids from subcontractors, suppliers, or other vendors.
- Develop an accurate line-item estimate based on material, equipment, and labor costs.
- Estimate General Conditions and coordinate execution strategy with management.
- Investigate and understand escalation trends and/or procurement constraints for labor and materials.
- Assist in maintaining successful subcontractor relations. Participate in subcontractor outreach and other efforts that encourage vendor participation in bidding including minority business interests.

Skills/Qualifications:

- At least three years of experience in construction estimating
- Bachelor's degree in construction management, engineering, or related field
- Familiarity /proficiency with the following software or internet-based programs: onscreen takeoff software, Bluebeam, MS Excel, MS Word, MS Project
- Strong ability to read, understand, and navigate architectural plans and specifications
- Discipline to multi-task, meet strict deadlines, and manage time and priorities effectively
- Considerable knowledge of construction processes
- Excellent interpersonal and communication (written and verbal), math and analytical skills
- Detail-orientated and decisive

Compensation and Benefits:

- Competitive salary and bonus structure
- Medical, dental and vision benefits
- 401k with employer match
- Vacation and personal days
- Tuition Reimbursement

Why work at Summit Construction?

Summit Construction provides a positive, friendly, and supportive work environment. We highly value and respect work life balance, and the personal and professional development of all our employees. We demonstrate this through our community and family-like culture, career development opportunities, and compensation packages. People at Summit Construction are passionate about giving back to others and being a part of something bigger than themselves. Through our mission - to provide an excellent construction management experience while making a positive impact on communities - we ease the minds of our clients, and work together to reinvest in our neighborhoods.

Summit Construction is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to sex, race, color, national origin, age, religion, marital status, military service, sexual orientation, genetic information, gender identity, or any other characteristic or trait protected by federal, state, or local law.