
Estimator

Estimator/Assistant Estimator

Reports to the Development Manager

MAIN RESPONSIBILITY: Prepare cost estimates for construction projects and services. Liaise between the sales, pre-construction and production departments to assemble strong documentation for project scope and cost. Regularly update and maintain the Library of Costs by coordinating with trade partners to acquire up-to-date pricing. This position must demonstrate the company's core values of *Excellence, Accountability, Service, Collaboration, and Urgency*.

Our ideal candidate is someone who has experience estimating high-end residential construction projects based on schematic plans using a library of costs. In lieu of that, we are also open to candidates who are *highly* detail-oriented, with a background in accounting or programming, and have the ability to adapt to new systems and computer programs quickly.

KNOWLEDGE:

- Construction estimating by division and unit
- Thorough understanding of residential new construction and remodeling means and methods
- Highly proficient with Google Sheets (formulas, formatting)
- Ability to read and troubleshoot construction drawings
- Expert use of takeoff software (Bluebeam)

SKILLS / QUALIFICATIONS:

- Bachelor's Degree, minimum of 5 years experience in residential construction
- Mathematics and strong organizational skills
- Excellent communication and interpersonal skills
- Tech-savvy - able to maneuver through and navigate multiple computer software systems
- Develop, test, and improve systems
- Schematic and unit-based estimating

ACCOUNTABILITIES:

- Estimate projects that maintain company goals for accuracy as measured by completed projects and ETCs for current projects in production.
- Assist the pre-construction team with schematic estimating / feasibility studies for potential projects. Consult on value engineering strategies when necessary.
- Write unit-based estimates for projects to be included in fixed-price construction contracts.
- Annually fully update, revise, and maintain the RH Library of Costs with:

- Information from current sub & vendor quotes
- Completed project information, such as labor hours and material prices
- Continually updated templates and assemblies
- Estimate and write Change Orders for projects after the signed construction contract