

Job Title:	Project Estimator	Job Category:	Project Management		
Department/Group:	Commercial Group	Job Code/ Req#:	N/A		
Location:	Denver Metro Area	Travel Required:	None Anticipated		
Level/Salary Range:		Position Type:	Full Time Salaried		
Contact:	HR Department	Date posted:	February 20, 2017		
Will Train Applicant(s):		Posting Expires:	Until filled		
External posting URL:	Zip Recruiter				
Internal posting URL:	Website, Facebook, LinkedIn				
Application Requirements:	Cover Letter, Work History, Resume, Professional References				
Please Submit Applications Via Fax, Email, or Mail					
Fax: 303.371.5027 Email: hr@gilmorecc.com Mail: Gilmore Construction Corporation Attn: Human Resources Department 4949 Ironton Street Denver, CO 80239		EEO Employer Special Requests: No Phone Calls Please			
Job Description:					
Job Purpose: <p>The job of a construction estimator is to provide cost estimates for the construction of all types of commercial buildings and any other project Gilmore is pursuing. He/She uses their own experience and construction knowledge to analyze the spending statistic and project budget. The estimation will include all the necessary materials required in the construction process; from preconstruction through warranty.</p> <p>Reports to: The Estimator will report to the Senior Estimator</p> <p>Duties and Responsibilities include but not limited to:</p> <ul style="list-style-type: none"> • Prepare risk assessments and analysis for executive "Go or No-Go" decision. • Provide accurate quantity survey and estimate the amount and type of material required to deliver the contracted specifications. • To estimate the cost of equipment, materials and labor for all self performed work. • Work with Project Manager and Superintendents to determine the duration of the project and the cost associated costs of site management. • To establish the estimated completion rate and progress, this will include the necessary reimbursements for bad weather conditions and other unpredictable events. • To calculate accurate and precise final figures of the cost that will have to be incurred. • Preparation of all bid documents and other deliverables for a viable and acceptable proposal or bid. • Organize detailed instructions to bidders with trade specific clarifications for comprehensive bid packages. 					

- Post and distribute the bid documents and packages for vendor's proposal preparation utilizing the web based systems available.
- Coordinate bid efforts, processing RFI's interfacing with subcontractors, business development and estimating teams.
- Prepare and/or participate in the preparation and presentation of proposal presentations to the client/owner.
- Participate with Project Team in writing and negotiating proposals, prime contracts and subcontracts.
- Interface with subcontractors and suppliers and evaluate proposals relative to the scope of work.
- Participate in the value engineering process.
- Maintain and build subcontractor and vendor database.
- Participate with Project Team in subcontractor and vendor "buy-out" process.

Skills and Qualifications

- Minimum 5 years experience in construction related field.
- Bachelor's degree in Construction Management or related field of study. Experience could be substituted for lack of degree.
- Proficient computer skills in Microsoft Office, Outlook and Microsoft Projects.
- Good oral and written skills.
- Well organized and detail oriented.
- Must have strong analytical and mathematical skills.
- Good understanding of blueprints, including all disciplines.
- Must have good communication and interpersonal qualities.
- Must be able to work as a team and foster confidence in all.
- Must have basic estimating applications including Timberline Estimating and on screen take off.
- Must have capability of handling large files with confidential data.
- Ability to perform material take-offs.