

<b>Job Title: Senior Estimator</b>	<b>Full-Time</b>
<b>Reports to: Chief Estimator Preconstruction Manager</b>	
<b>Department: Operations</b>	

## Purpose

Supports the Preconstruction Manager and Chief Estimator in all estimating functions throughout the Launch process required during the preconstruction phase. Responsible for value engineering, budget controls, alternative and comparative studies, constructability reviews and Target Value Design. Responsible to ensure that estimates, bids and GMP's are complete, accurate, and well supported by recent pricing data and subcontractor input.

## Essential Duties and Responsibilities\*

- Receive, file, and distribute design documents to internal team members.
- Coordinate subcontractor bid lists with procurement for budget pricing and bidding.
- Manage distribution of current design documents for subcontractor budgeting and bidding and ensure sufficient subcontractor input is received.
- Review design documents for level of completion, assemble comments and requests for additional information needed to provide complete estimates.
- Review and confirm that all previously approved document revisions have been incorporated into the design documents. Record and report all exceptions.
- Attend pre-bid meetings and subcontractor site walk-throughs.
- Visit sites to evaluate existing conditions and identify and capture any scope that may not be included in the design documents
- Support the Chief Estimator/Preconstruction Manager in the set-up of the estimate, estimate schedule, and responsibility matrix
- Perform quantity take-offs, analysis, estimate, and studies for all assigned trades and building systems
- Provide pricing for value engineering, alternates, options, and special studies as required.
- Utilize Building Information Models (BIM) for quantity take-off and visualization where possible to support preparation of a complete estimate.
- Prepare subcontractor bid proposal forms and subcontractor bid recording sheets for assigned trades. Evaluate subcontractor input for scope inclusion. Identify scope gaps and overlaps and coordinate with other staff managing trades.
- Ensure pricing within the estimate or GMP is complete and accurate, reflecting recent pricing data, subcontractor bids or budgets.
- Participate in internal estimate review meetings
- Lead the coordination of operational input during the estimating, bidding, and GMP process. Ensure that the detailed General Conditions/Requirement (GC/GRs) study and site logistics and risk management, prepared by Operations, is incorporated into the estimate.
- Develop, lead or support the assembly of all estimates, bid or GMP documents required by and submitted to the Owner. Coordinate requirements with the CM Agreement.

- Actively participate in estimate and GMP review meetings with architects, engineers, and owners and incorporate comments, feedback, and input into revised estimates or GMP's. Assemble revised documents for final submission.
- Take lead role or support role in Lump Sum bids.
- Support the development and enhancement of owner, architect, subcontractor and vendor relations.
- Analyze cost data, unit prices, general conditions and general requirements costs, and information that can be developed and used as a "rule of thumb" for all building systems estimated costs.
- Coordinate with Operations Lead to support preparation, scheduling, evaluating, executing and managing each estimate milestone.
- Coordinate with Lean Manager to develop and execute Pull Plans for design, estimate and GMP schedules.
- Provide input to constructability reviews and coordinate with the Operations Lead to ensure the constructability reviews are completed in a timely manner and incorporated into the milestone estimates, to the extent required by contract.
- Prepare comparison analysis to previous estimate and develop a clear and concise message to explain the variances for each of the project stakeholders.
- Generate, coordinate, and manage Budget Control Reports between each milestone estimate to manage cost events and value engineering opportunities. Provide variance reports for each milestone estimate to communicate scope development.
- Other duties as needed or required.

\*\*To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

## **Qualifications**

Bachelor's degree in Engineering, Construction Management, Building Construction or similar, plus two or more years as an Estimator following experience in project engineering, field supervision or purchasing. Knowledge of building construction, materials, systems, market conditions, trade practices. Must have conceptual ability to work with minimum information and quickly develop an understanding of the owner/architect requirements. Should demonstrate imaginative, innovative, and succinct approach to a project. Should have familiarity with the operating procedures and methods of other departments - Procurement, Cost, Accounting, etc. Good leadership, verbal, and written skills. Strong computer skills and a familiarity with Microsoft Office Suite of programs and Gilmore's estimating software. Complete knowledge of the estimating documents and the ability to provide accurate qualitative and quantitative analysis of the documents. Must be able to multitask and meet established deadlines.

**Working Conditions**

While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

May perform other duties as assigned. Where applicable, all activities will include disabled and veterans' organizations.

**Physical Requirements**

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 50 Pounds.

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<b>Approved by:</b>	President
<b>Date approved:</b>	January 6 <sup>th</sup> , 2022

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees will be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodations.

**Gilmore Construction is an Equal Opportunity Employer**

## EMPLOYEE ACKNOWLEDGEMENT

I, \_\_\_\_\_, acknowledge review and receipt of this job description.  
(Employee's Name - PRINT Name)

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_