



Interested candidates – please email resume and cover letter to Julie Anderson at accounting@aaawpg.com or call 303-295-7333.

Company website: <http://www.aaawaterproofingfrontrange.com>

Location: Broomfield, CO

Start date: Looking to fill position immediately/asap

Job Summary:

The **Estimator I** will produce comprehensive bid proposals for solicited jobs. He/she will be responsible for successfully winning jobs and maintaining a backlog of a dollar value determined by management.

Supervisory Responsibilities:

- N/A

Required Duties:

- Conduct initial analysis of drawings and specifications to ensure required documentation is present and determine scope of work.
- Effectively communicate with other estimators, project managers, management personnel, and GCs regarding any important job information.
- Maintain the 'estimating' email and estimating calendar. Add all bid solicitations to the bid calendar daily. Archive the solicitation afterwards.
- Engage Director of Operations to pursue vendor specialty pricing.
- Prepare detailed estimates, takeoffs, and proposals for bid review. Proactively schedule bid reviews with management (required for any bids exceeding \$100,000).
- Support company core values and meet or exceed the customer's expectations.
- Continuously generate positive revenue for the company via accurately bid contracts.
- Prepare and send all submittals upon receiving contract award.

- Monitor RFI's/RFQ's for awarded jobs. Bid associated change order work accordingly.
- Make callbacks on previously bid work daily.
- Update 'Front Range Bid List' daily with added bids, job status updates, project notes, etc.
- Come prepared to estimator meetings and actively engage in calendar assignment, job reviews.
- Review scope of work in any awarded contracts. Make any relevant edits/redlines to scope of work and send 'marked-up' PDF to Director of Operations.
- Set up all jobs upon contract award. Include highlighted takeoffs in job packets.

Required Skills/Abilities:

- Strong math/ analytical skills
- Relationship building/ people skills
- Attention to detail
- Organization/ task completion
- Effective communication
- Some knowledge of construction plans/ blueprints, construction sequencing, construction assemblies (preferred)
- Some knowledge of Microsoft office and Bluebeam Revu (preferred)

Education and Experience:

- High school diploma or equivalent
- Associate's degree or equivalent 2-year college or technical school (preferred)
- Valid driver's license