



The Asphalt and Concrete Professionals

Position: Assistant Construction Estimator Intern

Office Location – Loveland, CO

Salary: to be negotiated based on education/experience

Please apply to: admin@allpropaving.com Attn: Deseree

POSITION PURPOSE

Under general supervision prepares estimates of all labor, material, and equipment costs involved in assigned projects, including tentative and preliminary estimates for planning purposes based on sketches, etc., and detailed and itemized estimates based on final plans and specifications. Prepares comparative estimates based on alternative methods and materials. Revises estimates as a result of changes in labor, material, and other costs.

ASSISTANT ESTIMATOR INTERN DUTIES:

Include the following. Other duties may be assigned.

Reviews data to determine material and labor requirements and prepares itemized lists.

Provide clear detailed quantity take offs.

Analyze drawings and specifications. Understanding of contractual terms and conditions.

Assemble accurate and well-organized estimates and proposal in a timely manner for large commercial/small commercial segments and municipal DOT jobs.

Computes cost factors and prepares estimates used for management purposes such as planning, organizing, and scheduling work; preparing bids; selecting vendors or subcontractors; and determining cost effectiveness.

Consults with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.

Provides improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs.

Duties and tasks are varied but standardized. Works on assignments that are semi-routine in nature where ability to recognize deviation from accepted practice is required.

SUPERVISION GIVEN AND RECEIVED

Receives general instructions on routine work, detailed instructions on new assignments.

This position has no supervisory responsibilities.

QUALIFICATIONS/KNOWLEDGE:

Experience with estimating software and spreadsheet design



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Pre/post graduate construction management
Previous experience estimating or education courses

Working Environment:

Ability to work in an office and in the field in a fast-paced environment
Ability to multitask from sales to the completion of the project.