

## Coyote Ridge Construction



### Estimator

Responsible for developing and submitting project estimates and project documents; preparing documents for turn over meetings with operations; and assisting with project and field changes.

#### **Specific Responsibilities:**

- Review bid documents, site conditions, plans and specifications; prepare takeoffs; obtain subcontractor and material quotes; seek potential cost savings; develop pricing for proposed work; review bids with senior estimators; collaborate on final bid adjustments; and submit bids to owners
- Visit project work sites, participate in pre-proposal meetings, clarify scope of work and prepare RFI's
- Responsible for performing quality estimates as it relates to underground utilities and site work to include water, sewer, storm, street, earthwork and other utilities
- Develop and maintain relationships and collaborate with engineers, owners, municipalities, clients, subcontractors, and co-workers
- Prepare and schedule turn over meetings and documents to ensure the Project Manager and operations teams understand the scopes of work, budgets, productions and schedules prior to the start of construction.
- Work closely with senior estimators through a heavily involved team estimating process

#### **Required Education and/or Experience and Qualifications:**

- BS in Construction Management, Civil Engineering, or Business Management with prior construction experience or equivalent related work experience
- Ability to manage multiple tasks and manage estimates for more than one project at any time
- Candidates must be proficient in all MS Office products specifically Excel, Word and MS Project, Plan Swift/OST and Scheduling software
- Knowledge and experience in specified estimating discipline

- Knowledge of Bid2Win a plus
- Candidate must be able to review take-off quantities to ensure accuracy of data used in estimates and review drawings, specifications and proposed project site conditions
- Valid driver's license and acceptable driving record
- The ideal candidate should have excellent communication skills, be mathematically proficient, be detail oriented, work efficient in a high paced environment, have a positive attitude, and have an ability to work well with all project team members

**Projected start date:** Immediately

**Location of Work**

6648 County Road 56

Johnstown, Colorado 80534

**Contact Information for resume submittal**

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