

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Read drawings, specifications, geotechnical reports, and narratives to understand project requirements. Interpret site components and structural/building requirements. Determine the relationship between the drawings, specifications, and narrative.
- Quantify the materials required for a project by counting and measuring items from construction drawings (takeoff). Leverage software to quantify takeoff on 2D plan set and in 3D models. Calculate the quantities (quantity survey) of required materials and logically organize the quantity takeoff.
- Complete data entry requirements, to include transferring data between systems, setting up vendors in the appropriate software, setting up file structure and downloading documents.
- Gather material pricing from subcontractors and vendors. Initiate product and vendor research as requested. Serve as the point of contact for collecting pricing. Send bid invitations and create/facilitate bid packages and subcontractor lists for review. Compile and organize pricing into the pricing structure. Update and maintain supplier, subcontractor, and services databases for estimating resources.
- Coordinate and communicate with subcontractors. Follow up with subcontractors to submit proposals in a timely manner. Respond to email and telephone communications in a timely manner.
- Coordinate and communicate with leadership and the project team to advance the project. Provide updates to the team lead (Estimator 2 or Senior Estimator), attend jobsite walks as requested; prepare site visit reports for Estimator 2/Senior Estimator review, and attend and participate in bid reviews as appropriate.
- Build and sustain relationships with leadership, the project team, and subcontractors. Reach out proactively to solicit subcontractor bids, and fulfill any commitments made to develop trust.
- Meet deadlines for project(s) by handling deliverables for project(s), meeting associated deadlines, staying organized, and prioritizing tasks appropriately.

Required Education and Experience:

- High School diploma

Preferred Education and Experience:

- Bachelor's Degree or equivalent work experience
- Valid Driver's License
- Education in general plan reading or experience reading/interpreting plans
- Previous construction estimating experience
- Previous experience working in a construction setting with project teams
- Civil construction experience
- OSHA10 or ability to complete upon hire
- Experience using Bluebeam or other 2D software
- Experience using HCSS or other project management/estimating software
- Experience using Agtek or other 3D/4D software
- Experience applying Construction Specifications Institute (CSI) writing standards

- Experience using Building Connected or other document management software
- Experience reading geotechnical reports
- Knowledge of material costs and experience with production rates
- Experience meeting deadlines in challenging situations

Benefits:

- Eligible to enroll in medical, dental, vision benefits on first on month following 30 days of employment
- Company paid short-term and long-term disability insurance
- Company paid life insurance
- 401(k) and ROTH 401(k) with match on first 6% contributed
- Opportunity for bonuses
- Paid Time Off benefits, based on GE Johnson Paid Time Off policy
- 7 paid holidays

Pay Range: \$60,000 - \$80,000

How To Apply:

Please email your resume to Connie Nelson at nelsonc@gejohnson.com