



Job Description

Job Title: Chief Estimator
Reports To: President, Vice President
Revision Date: September, 2017

ABOUT THE COMPANY

Since 1987, TEEL Construction, Inc. has provided general contracting and construction management services to Virginia, Maryland, Washington D.C., and beyond. Our construction projects have allowed our customers to experience TEEL's commitment to the highest-quality of construction. This commitment, complete with integrity, dependability and excellence in service, provide a foundation on which relationships are built. We have a comprehensive benefit package for our employees and competitive salaries.

OVERALL RESPONSIBILITIES

The Chief Estimator will estimate and bid profitable construction projects without sacrificing the company's commitment to quality and profitability. Cultivate new and existing relationships with company stakeholders including Owners, Architects, Subcontractors and Suppliers.

The Chief Estimator is the primary member of the estimating team who has the overall responsibility for the creation of budgets and estimates produced by TEEL Construction. The Chief Estimator is responsible for the oversight of the estimating process for all projects bid and awarded. They will establish standardized procedures, methods and processes for estimating and training estimating resources.

The Chief Estimator has autonomy on procedures, processes, techniques and personnel decisions for the Estimating Department. They oversee department standards for deliverables such as bid packages, deliverable formats and budget tracking tools.

Specific duties include, but are not limited to:

- Adhere to the company's core principles and handbook
- Ensure that customer relations are maintained at the highest level possible
- Initiate sales calls to past customers and current prospects
- Review new bid requests daily and assign to Estimator
- Prepare estimates on all projects assigned
- Review plans, specifications and contract documents
- Detail special requirements of the project
- Review bid for special material request
- Solicit and receive subcontractor quotes
- Evaluate subcontractor quotes and choose which subcontractors to use
- Determine preliminary in-house manpower requirement and personnel list required for each bid, if required.



- Communicate with Project Management to accurately determine a realistic schedule
- Address general subcontractor questions
- Review large bids with President/ Vice President or Project Manager responsible for the respective account.
- Present quotations to senior management, requiring only the final setting of fee
- Assist with pre-construction services
- Assist in early buy out of jobs
- Attend pre-bid meetings/ conferences
- Analyze unsuccessful bids and determine errors and remedial measures
- Compile data based on past project cost
- Assemble history of square foot costs, etc. for budgeting purposes
- Develop and maintain standard procedures for all estimating work
- Mentor personnel in the estimating department
- Assist project management team in providing conceptual budgets
- Perform other duties as assigned

INITIATIVE:

- Perform routine duties independently with minimal direction or supervision
- Recognize and perform tasks that are expected, before given specific directions
- Make suggestions for additional improvements appropriately

PERFORMANCE MEASURES:

- Ability to accurately prepare cost estimates
- Ability to manage multiple priorities and bid due dates
- Ability to effectively communicate with others
- Ability to cultivate new and existing business relationships with company stakeholders
- Ability to assist project team in all aspects of estimating functions

KNOWLEDGE/ SKILLS/ ABILITIES:

- Be proficient in all computer software programs used in estimating, including Building Connected, Planswift, Procore, iSqFt, Sage 300 [Timberline] and Egnyte. Proficiency with all MS Office products, (Word, Excel, etc).
- Possess a strong aptitude for math, attention to detail and accuracy.
- Strong organizational and communication skills.
- Must have ability to prepare conceptual and budget estimates for customers.

EXPERIENCE/EDUCATION:

- Minimum of 6-10 years of experience in Commercial Construction Estimating with progressively responsible professional experience.



- Bachelor's Degree in a related field preferred.

WORKING CONDITIONS

This position requires infrequent field visits, 10% field and 90% office or as necessary.

This description is a summary and not an exhaustive attempt at covering every activity and task of the job. The incumbent should be able to react to change productively and to handle other tasks and responsibilities as assigned.