



Job Description

Job Title: Estimator

Position Summary:

- Primary responsibility for the scheduling, bidding and tracking of projects sought.
- Generate and present monthly bid and award tracking reports.
- Develop innovative and unique bidding strategies to propel PCI's business unit in the high margin, selective client arena.
- Utilize and manage other internal estimators for timely completion of bids and proposals.
- Solicit, pre-qualify, database, and manage subcontractors; matching PCI's project locations and type with qualified and reliable subcontractors.
- Maintain customer relations with existing clients.
- Maintain employee relations with Project Managers, clerical staff and field workers to facilitate transition of bid project to completed project.
- Schedule and manage all awarded project turn over meetings.
- Schedule and manage Change Order estimates for existing projects.
- Provide timely feedback, as appropriate, to management.

Required Qualifications/

- College degree preferred.
- Proven Chief Estimator experience with a successful track record a must.
- Minimum 5 years commercial construction estimating experience.
- Minimum 3 years Chief Estimator/management experience.
- Experience working in government, institutional, industrial, commercial and regulated business environments

Knowledge

- Full knowledge of all currently available commercial rough-in and finish products for the design build market.
- Full knowledge of renovation concepts.
- Full knowledge of construction financing.

Abilities:

- Attention to detail.
- Excellent communicator.
- Proficient use of standard computer programs (i.e. MSWord, MSExcel, MSPowerPoint, Computer Estimating, etc.)
- Must be able to work within defined timelines.
- Must be able to work both in a team environment and independently.