



## Job Description

01/01/2023

**JOB TITLE:** Estimator / Project Manager

**DIVISION:** Business Development

**REPORTS TO:** Division Leader

**SALARY RANGE:** Competitive Market Range

### **SUMMARY:**

The Estimator will review plans, develop scope, provide quantity take offs, finalize pricing, develop proposal and follow up on projects for award. Project management responsibilities include providing internal reports, manage equipment, material, labor costs, and project durations. Work with internal staff and customer to lead in providing a best in craft project. Will typically handle the larger and more complicated projects.

### **DUTIES AND RESPONSIBILITIES:**

#### Estimating

- Knowledge of key estimating components
- Product/material type for the condition in question
- Production rate verification for system crated
- Ability to have take-off strategy to achieve quicker more accurate takeoffs
- Ability to organize and prioritize their daily and weekly assignments
- Reasonability for bid/pricing margins
- Follow up on bids
- Make calls to GCs when needed
- Closing of contracts
- Understanding of sales goals, bidding, closing ratios, and overall project performance to meet company expectations.
- Support and implementation of estimating software to ensure highest and best use of software system.

#### Project Management

- Internal project documents, process and procedures are followed to provide other departments with the appropriate paperwork for a successful project team.
- Submittals and material buy out understanding long lead time and timely submission.



# ZEBBY SULECKI, INC.

## CONSTRUCTION SPECIALISTS

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- Lead Project Kickoff meeting reviewing project plans and game plan for successful execution. Turnover of field paperwork, appropriate start date, and project duration review.
- Material order review with Field Supervisor and Foremen.
- Project site visits, attend project meetings as required.
- Price and submit change orders throughout project.
- Provide monthly feedback on project costs vs. estimate. Includes review of project durations vs. estimate.
- Project close out both externally customer facing and internal close out.

### EDUCATION AND EXPERIENCE:

- Minimum 3+ yrs of estimating & sales experience in construction industry
- Minimum 3+ yrs of project management experience
- Bachelors or Associates Degree in Construction Management preferred

### COMPETENCIES:

- |                  |                     |               |
|------------------|---------------------|---------------|
| • Integrity      | • Decisiveness      | • Focused     |
| • Maturity       | • Results-Oriented  | • Team Player |
| • Self-Motivated | • Persuasiveness    |               |
| • Confident      | • Positive Attitude |               |
| • Accountable    | • Organized         |               |

### PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to walk and get around an active jobsite.
- Must be able to lift 15 pounds at times.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_