

Job Description – Senior Construction Estimator

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Senior Construction Estimator for LBPP. The standard is valid for all Senior Construction Estimators.

2.0 General:

The Senior Construction Estimator will continue the development of LBPP specific construction estimating tools and prepare and issue construction estimates for the various Business Units. The Senior Construction Estimator will also assist with the development of estimating/ MS Excel exchange tools so data can be exchanged among these products.

3.0 Tasks and Responsibilities:

The Senior Construction Estimator shall be responsible for, but not limited to, the following:

- Plan, organize, and control construction estimating activities in a business-like manner.
- Visit job sites and proposal sites as required to perform estimates and gather as-built cost data.
- Prepare, coordinate, review and distribute construction estimates in accordance with Company policy and procedures, Workflow, and Work Instructions.
- Re-estimate and issue construction man-hours and material costs as requested by proposal management.
- Prepare lists of quantities of field work for estimating the construction requirements of a project
- Update Unit Rates and Material cost databases to keep them current.
- Update Labor and Construction Equipment Rates to keep them current
- Prepare construction estimates for Job Change Notices (JCN).
- Prepare reports and analysis pertinent to construction estimating as requested by management.
- Train junior estimators as may from time to time be required.

4.0 Education and Experience Required:

- BS/BA or equivalent combination of education and experience.
- Minimum 5 years construction estimating experience.
- Minimum 2 years conceptual construction estimating experience.

5.0 Skills Required:

- Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Ability to work with minimal supervision.
- Effective analytical and problem-solving skills.

- Ability to prioritize workload to meet deadlines.
- Attention to detail.

6.0 Travel Percentage:

- Less than 10%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or listen. The employee is required to sit for long periods. The employee must have proficient keyboard skills. Specific vision abilities required by this job include close vision, color vision, long periods addressing a video monitor and ability to adjust focus.

8.0 Reports To:

- Director of Estimating

9.0 FLSA Status:

- Exempt

10.0 Direct Reports:

- None

11.0 HAY Grade:

- None

12.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____