

Job Title: Maintenance & Landscaping Division Project Estimator
Department: Estimating
Reports to: Senior Estimator
Status: Salaried, Exempt

JOB DESCRIPTION SUMMARY:

The Maintenance & Landscaping Division Project Estimator manages estimates and production of small private and publicly bid projects. The Estimator manages client communications and functions to ensure the company's goals are met. The Estimator conducts weekly updates to the bid schedule and is responsible for managing bid opportunities and incorporating them in the estimating process. As bid schedules and priorities change, the Estimator contributes to appropriate distribution of assignments among the staff, assuring that risks are managed, and deadlines are met.

Once projects are awarded, the Maintenance & Landscape Division Project Estimator shall perform the duties of Project Management for contracted projects and act as liaison between the owner and EQR. Project Management responsibilities include communicating with the owners, managing the contract with the owner, incorporating the project in Viewpoint, communicating the project scope and responsibilities to the crew, and closing out the project including billing.

ESSENTIAL JOB FUNCTIONS:

1. Follows up on new bid opportunities.
2. Manages communication with clients through the proposal and project performance stages.
3. Maintains current, complete bid schedule and communicates status updates with Estimators and Managers on a weekly basis.
4. Maintains and Transfers client information to staff for tracking.
5. Maintains Potential Client Files on all bids prepared. Responsible for storing and communicating all information pertaining to the bid which will be used by the field crews after the bid is awarded.
6. Estimates own projects in a highly productive manner.
7. Ensures that all bids are completed in an accurate, thorough and timely fashion.
8. Directs an experienced staff member to review all estimates either before they are sent out.
9. Develops and utilizes a Bid Review Checklist.
10. Communicates information for the Estimating Department sales report
11. Responsible for learning and reviewing all estimating and PM software, to promote smooth transitions between estimating and project management.
12. Responsible for all current reference materials necessary for estimating, including but not limited to books of standards and construction details.
13. Develops and communicates changes to the Estimating processes for best management of Quick Hit Estimates (activity, material, vendor/subcontractor, and other program databases).
14. Works with EQR staff and owners to ensure a consistently high level of service from the company and maintain overall client relationships.

MEASURES OF PERFORMANCE:

1. Attention to detail and thoroughness in all assigned work.
2. Completion of projects and assignments on time.
3. Accuracy and completeness of estimates, including maintaining the project budget.
4. Performance in bid analysis and determination of best possible construction methods.
5. Completeness and clarity of handoff packages for field crews from the project estimate.
6. Communication and direction of field crews to complete work as discussed with client.
7. Completion of all project management submittals and billing.
8. Performance in review of field work for estimating process updates.
9. Cooperation and communication with EQR staff and managers.
10. Communication with project owners for development and maintenance of client base.
11. Meets company performance standards, profitability goals, and department expense budget.

QUALIFICATIONS:

1. Bachelor's Degree in Environmental Science, Business, Engineering, or related field helpful but not required. High school diploma required.
2. Requires 3+ years of Estimating experience, preferably with Environmental Construction and Maintenance, or 5+ years of field experience in Heavy Construction or related construction field.
3. Strong people, communication, and organizational skills.
4. Great attention to detail required.
5. Ability to manage multiple assignments and respond to changing priorities.
6. Capacity for project comprehension and the ability to convey pertinent information to staff.
7. A valid driver's license. Estimator will be required to drive mostly within the Baltimore/Washington Metropolitan area, and occasionally out of state for site visits.

This job description in no way states or implies that these are the only duties to be performed by this employee. S/he will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.