

STAG Partners

Estimator

Job Description



Duties

Developing estimates and bids for construction projects.

Completing take-offs to gather information for bids.

Reading plans and specifications.

Understanding and navigating building codes.

Reviewing sites and gathering information for estimates for work on existing buildings.

Designing solutions for customer's problems.

Operating company estimating system to develop bids and estimates.

Facilitating Pre-construction process including but not limited to:

- Scheduling
- Mobilization
- Accounting Set up – Budget and Estimates
- Sub-Contractor Agreements

Review project budgets during project

Project close out and review

Flexible coverage of other tasks deemed necessary by STAG Supervisor

Create and maintain schedules

Facilitate bid process and documents

Create proposal documents

Walk due diligence and assist with estimating

Site visits for QC and scheduling

Create weekly client updates - complete, look ahead, RFI, pictures, schedule

Issue and verify purchase orders

Verify purchase orders to quote for supplier and subcontract

Organize document repository in project tracking software

Assist in draw requests/pay app generation

Create sub agreements

Organize project binders

Collect price quotes through purchasing and competitive suppliers and subs

Data entry of proposal structure

Future - CAD creation

Base data entry and system management

Job number entry

Client Follow up and negotiations

All other tasks as assigned by STAG Construction management

Skills Required

Strong math skills including basic arithmetic, algebra, and geometry.

Knowledge of Microsoft Office products with a focus on Microsoft Word and Excel.

Working knowledge of Construction Operations

Strong typing skills.

Knowledge of building code.

Ability to read and navigate plans and specifications.
Good interpersonal and written communication skills.
Detailed oriented.

Education Needed

High School diploma or equivalent
College degree is preferred
5 years construction related work experience
OSHA and other related certifications preferred

Qualifications

The Pre-Con Director – Renovation Estimator role is an important position in STAG Partner’s ability to successfully Bid, Win and Execute projects. Qualifications for this position will be built based on the proven ability to show good judgment, work related experience and applicable education through work history and formal education.