



Title: Estimator
Department: Grand Kahn Electric
Position Code:

FLSA Status: Exempt
Reports to: EVP or DM

Summary: The Estimator is responsible for gathering data required in preparing detailed budgets, estimates and pre-bid packages to ensure profitability. This role is responsible for conceptual estimating, cost analysis, and estimate coordination. The Estimator will also establish a bidders list, solicit and evaluate subcontractor proposals and scopes of work, prepare quantity surveys, and review project plans and specifications for constructability and value-added design. Some supervision of other estimators, project engineers, or interns may be required.

Essential Duties and Responsibilities:

- Collaborate with the project team to determine and execute the best strategies for winning new projects, whether competitive or negotiated efforts. Lead the bid efforts as required.
- Understand, review, and execute the bid requirements within the established deadlines for hard bid, competitive bid, conceptual, schematic, design development and Guaranteed Maximum Price estimates. Set fee goals when required.
- Develop comprehensive, accurate and competitive conceptual estimates and budgets. Execute hard bid win strategies balancing the pursuit, profitability, and client relations.
- Conduct a thorough review and analysis of all bid documents and the project site. Schedule job site walkthroughs with key subcontractors/vendors, and clients, as required.
- Create RFIs and submit to the architect, owner, or client; manage RFI process and submit to bidding subcontractors/vendors as needed.
- Communicate with the design team and owner as necessary during the preconstruction process.
- Prepare detailed estimates (e.g., initial, schematic design stage, design development stage, and construction document stage) including creating quantity takeoffs, applying project-specific unit pricing, and value-added design solutions.
- Prequalify bidders and, based on scope of work, develop a list of qualified bidders to ensure the right subcontractor/vendor receives the Invitation to Bid (ITB) documents, including any addenda(s). Monitor the bidders list to ensure bid coverage; maintain strategic and ongoing communication with subcontractors/vendors. Review and qualify subcontractor/vendor bids.
- Perform constructability analyses, prepare detailed narrative proposals that include a detailed scope of work and cost breakdowns, and manage project documents at all stages of preconstruction. Provide cost modeling and value design input.
- Analyze cost drivers of projects and develop strategies to reduce cost.
- Coordinate schedule and general condition requirements with the project team.
- Partner with the Director of Preconstruction/Estimating on client proposal development.
- Participate in client presentations and preconstruction meetings as necessary.
- Assist project management with subcontractor awards as required.
- Review and present budget and bid package to project team, which may include the design team and owner.



- Seek out and qualify new subcontractors/vendors. Network, cold call, schedule meet-and-greet, and check references of out-of-town subcontractors/vendors and new relations within the current geographic area.
- Build, strengthen and foster subcontractor/vendor relationships. Maintain frequent communication with the subcontractor/vendor communities.
- Assist in training and development of the team, project engineers, and interns.
- Participate in and nurture broad networks of alliances with others to exchange knowledge and information in support of change initiatives.
- Guide larger, cross-functional teams within the main Company divisions (e.g., Total Quality Management).
- Take an active role in industry associations, and actively network and promote Grand Kahn.

Leadership Competencies:

Results Oriented

Customer Centered

Two-way Communication

Building Relationships

Critical Thinking and Decision Making

Adaptability and Change Leadership

Technical/Functional Expertise

Supervisory Requirements: This position does not have supervisory responsibilities.

Education / Experience Requirements:

5+ years of pre-construction/estimating experience is highly desirable, prior project management and field experience preferred.

Ability to estimate small to medium projects.

Consistent track record of bids won as well as project profitability.

Mastery of conceptual estimating and budgeting, estimating software, negotiated and competitive processes, scheduling and value engineering.

Knowledge of the subcontractor community and sub-market pricing.

College degree preferred or equivalent combination of education and experience.

Broad knowledge of operations, project management and field supervision, and how they associate.

Training and experience with cutting edge technology processes, and procedures that produce accurate, efficient results.

Strong preference with proficiency in Accubid Estimating

Certifications, Licenses, Registrations: Valid driver's license is a necessity.



Physical Demands: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various construction sites, land use developments, or occupied facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, bend, crouch or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: This job operates in a controlled indoor environment where the noise level is usually quiet. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The employee is occasionally exposed to outside weather conditions. Also, on a project site the environment is occasionally loud.

Limitation and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and / or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

Employment-at-Will: This document does not create an employment contract, either express or implied. All employment is employment-at-will.