



Job Description for ESTIMATOR

HiFive Development Services is a trend-setting Design-Build company on the cutting edge of project delivery. We have a very loyal client following and do repeat business with many companies and organizations. If you are seeking a position working with a talented group of people, enjoy developing a personal relationship with your clients, and like a challenge, you should consider this incredible career opportunity.

The qualified **Estimator** will have experience working with Hotels, Hospitality, Church and Non-Profits, and other Commercial Projects from \$2 - \$20M million.

The Estimator is a critical position within HiFive Construction. Estimators are responsible for evaluating bid specifications and drawings, ensuring that we know everything required to successfully bid and win the project. Estimators must aggressively follow-up with subcontractors to ensure that bids are received. This job requires the following skills: Analyzing Information, Developing Budgets, Vendor Relationships, Reporting Skills, Estimating, Decision Making, Teamwork, Documentation Skills, Quality Focus.

JOB DUTIES

Bid Administration

- Work with our Design Department to prepare drawings with the necessary information for preliminary budgets thru Construction Documents.
- Prepares subcontractor bid packages
- Solicits and maintain communication with subcontractors and vendors to obtain bids by specifying materials, identifying qualified subcontractors and negotiating price.
- Transmits addenda and other bid information to subcontractors
- Ensures that we have the proper coverage from subcontractors on bid day
- Shows creativity and resourcefulness to gain better pricing from subcontractors
- Resolves cost discrepancies by collecting and analyzing information
- Utilize ProEst for all takeoff and pricing. Maintain cost database within ProEst by updating information.
- Prepares construction budget, assess cost effectiveness of products, projects or services, tracking actual costs relative to bids as the project develops.

Project Knowledge

- Review bid requirements thoroughly and asks follow-up questions on every bid
- Have a thorough understanding of the scope for specific trades assigned
- Performs a comprehensive "bid day" analysis and scoping of specific assigned trades
- Creates bid lists that fit scope of job, ensuring that we have the right subs for the project
- Minimize exclusions by "doing our homework"
- Identify the biggest risk on the project. Work to mitigate that risk
- Analyzing information and evaluating results to choose the best solution and solve problems
- Include value-engineering ideas on every bid

Follow Up

- Consistently follows up with our Design Department on design changes and update bidders on those changes.
- Confer with Consultants and Subcontractors on changes and adjustments to cost estimates.

Project turnover

- Properly turns over bid documents to Project Management in a timely manner.
- Review drawings with Project Management team and highlight areas of risk.



JOB REQUIREMENTS

- 5+ years in Commercial General Contracting in Estimator capacity (Design-Build a plus)
- Strong familiarity with project management software, such as Microsoft Project, All Microsoft Office (Word, Excel, Outlook, ProEst)

PLEASE SEND YOUR RESUME AND CONTACT INFORMATION TO:

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