

SLETTEN CONSTRUCTION COMPANY

JOB ANNOUNCEMENT

Job Type: Estimator

Date: April 13, 2018

Location: Great Falls, MT.

PRIMARY FUNCTION

The Estimator will take the lead on preparing estimates from project documents for commercial, residential, and retail construction projects, (bid-build, design-build, CMAR, etc.).

TYPICAL DUTIES

1. Reviews project documents for completeness and resolve ambiguities prior to submitting a proposal, or clarify our intent within the framework of our proposal.
2. Generates in-house takeoffs and generate detailed spreadsheets for the scopes of work consistent with Sletten Construction standards.
3. Performs material take-offs, organizes data, researches past costs and develop construction sequence.
4. Develops a project budget based on historical data for a conceptual level estimate based on minimal design information.
5. Attends pre-bid meetings and/or site visits as necessary.
6. Produces pre-bid construction schedules.
7. Conducts constructability studies.
8. Coordinates estimate responsibilities with the project team members.
9. Effectively manages the bid process to provide a timely review and confirmation of estimating assumptions with the project team and management.
10. Obtains bids from vendors and subcontractors and confirms scopes. Coordinates strong business relationships with industry suppliers and sub-contractors.
11. Analyzes quotes and makes comparisons from sub-contractors and suppliers.
12. Assumes additional responsibilities as directed by Senior Estimator.

MINIMUM SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE

Education and experience requirements include: four-year engineering degree or equivalent or extensive (five or more years) experience/knowledge with commercial, residential, retail or design-build projects is strongly preferred. General knowledge of Excel spreadsheets is highly preferred. Excellent communication skills in verbal, written, telephone, email and presentations. Ability to interact and communicate effectively with architects and engineers. Incorporate OSHA and building code requirements into all estimates. Excellent organizational and time management skills.

COMMENTS

Reports to Chief Estimator. Makes decisions and recommendations, which can greatly impact corporate relationship with Client and project profitability.

EOE, M/F/V/D are encouraged to apply.

SUGGESTED SKILLS

Excel, Microsoft Word, P6 Scheduling, Power Point, Expedition, Procore, E-mail
Telephone Skills
File Management
Public Speaking

Submit résumé to careers@sletteninc.com