



Estimator

Job Description

About NRK Construction:

Started in 2015, NRK Construction is a woman and minority owned firm that facilitates our clients' visions through commercial and residential building construction. We accomplish this through timely communication, transparent budgeting, team focused safety and consistent quality. We are a rapidly growing construction company looking for individuals to join our team who have an entrepreneurial spirit and are interested in long-term growth potential.

Summary:

In the estimator role, we seek someone to manage the growing list of potential projects. This position is responsible for estimating projects including all conceptual, negotiated, and competitive bid estimates, and then transitioning projects with the project manager to ensure successful completion of our construction projects. The position reports to the owner, currently has no direct reports, but if demonstrated, the position could build a team over the next couple of years.

Essential Functions:

Under limited supervision, the estimator is responsible for gathering any and all data required in preparing bid estimates for multiple project delivery methods across a wide variety of project types. Responsible for estimating, cost analysis, and estimate coordination to ensure accurate and complete estimates.

Responsibilities include, but are not limited to:

- Acts as the bid manager of the bidding process
- Reads and understands construction drawings in order to provide a detailed quantity survey of construction components and activities and assembles bid-packages for subcontractor pricing and contract development.
- Develops accurate forecasting of the cost, size, and duration of future construction projects.
- Develops construction budget in estimating software for transference into project management software system.
- Assists project management in initial sequencing of schedules, outlining components of labor, materials and equipment.
- Analyzes bids from subcontractors, writes subcontracts, and completes project buyout.
- Review project specifications, blueprints and other documentation to understand project requirements.
- Analyze historical data and industry trends to inform cost estimates.
- Participate in bid meetings and negotiations with clients and subcontractors.
- Provide support during the pre-construction phase by assisting with bid proposals and value engineering

- Pre-construction responsibilities include, but are not limited to, analyzing job site conditions, assisting with the development of project-specific logistics plans, site preparations, and ensuring proper permitting has been established.

The above responsibilities are not arranged in order of priority and are not all inclusive. These duties are not meant to restrict initiative, but rather to describe minimum activities. These duties may change to meet the needs of the company.

Knowledge, Skills, and Abilities:

- Strong knowledge and understanding of common construction documents, drawings, and specifications
- Strong knowledge of means, materials and methods used on construction job sites
- Strong in construction estimating and takeoff software
- Strong mathematical skills
- Strong communication and negotiation skills
- Ability to analyze and develop solutions to complex problems
- Ability to communicate effectively with all project team members

Education Qualifications:

Associate in Construction Management; bachelor's in construction management preferred; 4+ years of experience may be substituted in lieu of a 4-year degree

Experience Qualifications:

Minimum: 2 years of general commercial construction experience

Work Environment:

This position works indoors and is highly responsive to bidding deadlines.

Physical Requirements:

While performing the duties of this position, the employee is regularly required to, stand for extended periods, walk, use hands and arms, talk, hear, and view a computer monitor. Lifting up to 50+lbs occurs occasionally.

To Apply: Please send resume materials to Norisha Kirts Glover at Norisha@NRKConstruction.com.