

BROUGHTON CONSTRUCTION COMPANY, LLC

Job Position:	Project Estimator	Base Location:	Washington, DC
Pay Classification:	Salaried	Regular Schedule:	8:00am – 5:00pm, Mon-Fri
Reports To:	Assigned Manager	Last Update:	1-2-2021

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ✓ Pursue new business leads, attend pre-bid meetings, conduct site surveys, analyze drawings, evaluate RFP scope and specifications, prepare RFIs and collect adequate data to advise on bid/no-bid decision.
- ✓ Conduct quantity take-offs, conduct studies, obtain bids from qualified subcontractors and vendors, resolve discrepancies, prepare detailed cost estimates, prepare bid schedules and write accurate and compelling proposals to generate complete, compliant and competitive bid packages;
- ✓ Participate in design/build process, build budgets and generating plans for different contract types (Lump Sum, Guaranteed Maximum Price (GMP), Cost Plus, etc.).
- ✓ Lead document management, including receiving drawings and specifications, providing proper file structure and timely distribution.
- ✓ Responsible for understanding and communicating factors required for a comprehensive trade package scope including contract documents, site logistics, schedule, coordination, means and methods, and serve as liaison with subcontractors, design team (architects, engineers, consultants, etc.) and client.
- ✓ Develop value analysis studies by defining alternatives to the proposed scope that are more cost efficient.
- ✓ Prepare comparison analysis to previous estimate for similar scope.
- ✓ Coordinate with operations staff and fellow estimators to ensure General Conditions and General Requirement items are properly addressed in the estimate;
- ✓ Knowledgeable contribution to and participation in constructability reviews for estimates.
- ✓ Consult with project managers and project superintendents to support preparation, scheduling, evaluating, executing and management of each estimate milestone.
- ✓ With project managers, write scopes of work, identify and resolve scope gaps and overlaps.
- ✓ Facilitate post bid reviews, manage action items from post bid reviews; finalize subcontract scopes and make recommendation to project executive for awards participating in pre-construction process from award through hand-off to assigned project team.
- ✓ Apply industry knowledge, exercise good judgment and risk reduction practices to identify and mitigate potential liabilities;
- ✓ Participate in development of and improvement to procedures and selection of best systems and practices.
- ✓ Participate in project closeout performance evaluations, identify areas for improvement and contribute to generating and implementing improvement solutions.
- ✓ Conduct market research for upcoming work, maintain historical data and pricing trends.
- ✓ Source and nurture relationships with industry professionals, subcontractors, suppliers, and public agencies;
- ✓ Participate in the sourcing, selection, training, supervision and performance evaluation of staff as assigned.

MINIMUM Qualifications:

- ✓ At least five (5) recent years U.S. experience estimating general contractor commercial construction design/build negotiated and competitively bid ground-up U.S. projects (DC-MD-VA region preferred) typically ranging \$1M-\$20M.
- ✓ Bachelor's degree in architecture, engineering, construction management or additional equivalent training and experience.
- ✓ Proficient knowledge of commercial building construction, engineering, materials, systems, drawings, scheduling, building codes, permitting, market conditions and trade practices; excellent mechanical aptitude, computing and configuration skills;
- ✓ Conceptual ability to work with minimum information and quickly understand Owner/Architect requirements.
- ✓ Excellent technical writing, grammar, presentation, verbal and interpersonal communication skills.
- ✓ Complete knowledge of estimating documents and ability to provide accurate qualitative and quantitative analysis of the documents.
- ✓ Must be able to multitask and flexible to work varying schedules to meet deadlines.
- ✓ Proficient skills using estimating, take off and scheduling software such as Planswift, Primavera and MS Project Manage.
- ✓ Ability to foresee and respond appropriately, set priorities, problem solve, generate solutions and adapt to changing conditions;
- ✓ Professional and effective skills for motivating and nurturing team and business relationship and people management skills.

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Physical Demands: To perform the essential elements of this job, the physical requirements generally include standing and sitting for six or more hours throughout the workday and walking, lifting, carrying, reaching, pushing, pulling, keyboarding, hearing and speaking. Job performance at construction work sites also includes the physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and navigate work areas under construction. Specific vision abilities include near and far acuity, peripheral vision, depth perception, and the ability to adjust focus. Performance includes the use of hands to finger, handle, or to feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Job performance may occasionally include lifting and/or moving up to 50 pounds.

Work Environment: While performing the duties of this job, the employee may periodically work at construction work sites where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions, unconditioned interiors and the risk of electrical shock. The construction site work environment noise is usually moderate to very loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.