

JOB TITLE: Level I – Entry Level Estimating Assistant
DEPARTMENT NAME: Pre-construction & Project Engineering
REPORTS TO (Job Title): Senior Estimator
DATE 05.19.2017



BASIC JOB FUNCTION:

Assist estimators by executing administrative functions relating to all aspects of assigned jobs, estimating, and pre-construction activities.

JOB SUMMARY:

This individual must have the ability to read and interpret plans and specifications and be able to perform quantity surveys on Divisions 2 through 16 of the CSI estimation listing. The Estimating Assistant must also be familiar with all construction vocabulary, methods of various construction types and possess good written and verbal communication skills. Individual will typically require daily direction from estimators, senior estimators or senior management. Individual must exhibit significant general characteristics including but not limited to work ethic, observation, enthusiasm and sense of urgency.

RESPONSIBILITIES:

- ◆ Receive plans and distribute to subs through estimating software
- ◆ Manage estimating software database & update subcontractor address book
- ◆ Order plans from blue printer, manage pre-construction documents
- ◆ Receive plans from blue printer, log, tag, and store
- ◆ Keep all plans/pre-construction documents organized
- ◆ Keep copy room neat and organized
- ◆ Keep plan counter neat and organized
- ◆ Continually receive and distribute proposals/bids, update project binders
- ◆ Distribute interoffice mail
- ◆ Make follow-up phone calls to subs to pick up plans, submit bids
- ◆ Complete clerical request forms generated from Estimators, Project Engineers (design), and Senior Estimator
- ◆ Update plan log daily for pre-construction projects

RELATIONSHIPS:


Supervises: N/A


Works With: (internally) Estimators, Project Engineers, Project Managers, Superintendents, Administration Staff


Works With: (externally) Subcontractors, Engineers, Architects, Owners, Client(s) and Staff

PHYSICAL REQUIREMENTS:

The physical demands as described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable recommendations may be made to enable individuals with disabilities to perform the essential functions.

 1324 W. Newport Center Dr.
Deerfield Beach, FL 33442

 954.421.4200

 seawoodbuilders.com

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Physical requirements of the Estimator Assistant are light or sedentary work. However, exertions of up to 50 lbs. of force to lift, carry, and push or otherwise move objects may occasionally be required. The position involves sitting, standing or walking most of the time, but only to the extent required for normal locomotion. Visual acuity requirements are those of reading and reviewing or analyzing information.

STANDARDS OF PERFORMANCE:

- ◆ Accuracy & timeliness are expected in the performance of all job responsibilities
 - ◆ Report to work at 8:30 a.m. promptly
 - ◆ Vacation/time-off requests must be submitted and approved by the PM, in writing, and copied to the HR dept.
 - ◆ Maintain all Seawood Builders standards of performance while assisting personnel or clients
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QUALIFICATIONS/SKILLS:


Required:


- ◆ 2 year college degree or equivalent combinations of technical training and/or related experience. Existing Students with combination of relevant areas of study and/or experience will be considered.
- ◆ Architectural and/or technical background preferred.
- ◆ General knowledge of estimating techniques, cost control and material pricing required.
- ◆ Detail oriented with excellent organizational skills
- ◆ Good verbal and written communication skills
- ◆ Computer skills: Microsoft Office (Emphasis on Excel), Microsoft Project, OnScreen Take off, Pantera (or similar pre-construction/Estimating Software), etc.

Desired:

- ◆ Business School or Associate Degree
- ◆ Computer skills: Intermediate Word and Excel, Microsoft Project or similar Construction management Software
- ◆ AutoCAD experience preferred

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