

**Title:** Project Estimator

**Reports to:** Senior Estimator

### **Loeffler Core Values**

Loeffler Construction & Consulting was founded on the idea that we are “Integrity Built”. Integrity Built means always doing the right thing for our clients, our staff and our community. This extends to our everyday culture and our core values. At Loeffler, we strive to always be ethical, hungry, humble and smart. We offer a firm where your career goals can be achieved because we promise respect, rewards, and a foundation to build your career on.

### **Summary of Position**

The Project Estimator is responsible for providing estimates and preconstruction services support for the construction team.

Developing relationships with Owners, architects, and developers is paramount. Business Development requirements include, researching leads, meeting with potentials clients, attending networking events, actively engaging in industry/trade associations and performing at a level that produces repeat work.

### **Duties and Responsibilities**

- Uploading and Downloading project documents to prepare for LCC Estimating
- Perform detailed quantity take-offs and application of unit pricing to determine project budgets for all scopes contained in the Contract Documents
- Setting up Sub-Sheets
- Selecting Subcontractors and Material Suppliers to either secure bids from or to assist with our pricing activities
- Prepares and maintains bid documentation in office and on-line for subcontractors
- Prepares subcontractor Contract Packages / Scopes of Work
- Ensures bid scope coverage from subcontractors on bid day by making solicitations via Smartbidnet and phone calls
- Submits bids and budgets to the client by the deadline
- Prepares Bid Analysis and scoping of all subcontractor bids as they are received
- Help the team Strategize how to select subcontractors based on size/scope of project
- Ensures that subcontractors are aware of (and commit to) the project schedule
- Seek and prequalify new subcontractors to add to the company’s database
- Attend project meetings with architects, engineers, and the client on a regular basis
- Help Loeffler secure profitable work
- Help Loeffler support our Cost Consulting Clients
- Study the construction, real estate markets and direct competitors
- Prepare for project interviews by rehearsing and perform advance research
- Establish relationships with key subcontractors

### **Education**

Requires a Bachelor’s degree in Engineering, Construction, Architecture or related field. Additional course work in drafting and estimating preferred. This position requires a minimum of 5 years as a Construction Estimator.



## **Skills**

- A variety of estimating software is desirable
- Excellent interpersonal communication skills, attention to details, and organizational skills
- Advanced knowledge of Microsoft Office Suite
- Self-starter with strong multi-tasking and follow-up skills
- Good judgment, logic, and ability to learn new things quickly
- Strong ability to read, analyze and interpret plans and Specifications.
- Must be able to perform takeoffs and price accordingly

## **Other Requirements**

- Travel to and from pre-bid walkthroughs and project meetings on a periodic basis, the majority of which are within the Twin Cities metro area
- A valid driver's license and acceptable driving history is required
- Must possess a clean criminal background and pass a drug test

## **Physical Demands**

The physical requirements listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position involves sitting for extended periods of time while working at a computer terminal. Employee must be able to communicate effectively in a typical office environment with a standard level of office noise. Occasional standing, bending, walking and minor lifting is also required.

Employee will be required to visit construction jobsites, which may expose the employee to dirt, dust, uneven surfaces, outdoor weather conditions and extreme temperatures. In addition, employee must be able to move around prospective or current project sites. This includes climbing ladders, scaffolding, walking on uneven surfaces, walking long distances, and climbing stairs. Noise will typically be moderate.

