

Title: Sr. Cost Consultant

Reports to: Director of Operations

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 Sr. Cost Consultant is responsible to the Director of Operations for providing cost consulting, project planning, phasing and scheduling to clients both locally and nationwide.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities include the following. Other duties may be assigned.

Business Development

- Identify and research market verticals that align with consulting vision.
- Track and propose on new opportunities nationwide.
- Create and foster relationships with potential clients.
- Attend industry networking events.
- Actively engage in industry/trade associations.

Leadership of Assigned POD Personnel

- Provide oversight for all assigned personnel’s performance.
- Lead regular status meetings for all active projects.
- Emulate and enforce company policies and procedures.
- Provide leadership, knowledge, and mentorship to all direct reports.
- Maintain regular performance review schedule for all direct reports.
- Participate in promotion and award decision making process.
- Ensure the accuracy and timeliness of monthly billings
- Maintain company consulting CRM system
- Define and oversee the career development path for all junior team members.

Cost Consulting

- Perform project analysis to gain true understanding of the project being estimated.
- Gain an understanding of the owner's project goals.
- Complete detailed quantity take-offs and application of unit pricing to determine project budgets for all scopes contained in the Contract Documents.
- Prepare cost plans and estimates.
- Develop WBS and cost breakdowns.
- Engage subcontractors and material suppliers to assist with pricing activities.
- Analyze the project scope and identify missing items.
- Provide analysis and reporting of bid tabulations.

- Assist with quality assurance and quality control measures.
- Develop clear and organized estimates with sound basis.
- Verify developing designs and their compliance to meet legal and quality standards.
- Submits estimates to the client by the deadline.
- Attend project meetings with architects, engineers, and the client on a regular basis.
- Study the construction, real estate markets and direct competitors.
- Prepare for project interviews by rehearsing and perform advance research.
- Attend monthly estimating round table meetings with Loeffler's construction estimating team.

Education and Experience

- Requires a Bachelor's degree in Engineering, Construction, Architecture or related field. Additional course work in drafting and estimating preferred.
- Minimum Eight (8) eight years in Cost Consulting/Estimating or similar experience required

Skills

- Experience with ProEst is desired.
- Excellent interpersonal communication skills, attention to details, and organizational skills.
- 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.
- Innate curiosity about construction and the tools of the trade.

Other Requirements

- Travel to and from 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 project sites. This includes climbing ladders, scaffolding, walking on uneven surfaces, walking long distances, and climbing stairs. Noise will typically be moderate.