

Job Title: Construction Estimator

Location: Allentown, Pa.

Email resumes to jobs@blrck.com

Blue Rock

PRIMARY FUNCTION:

To administer the preconstruction phase of assigned pursuits, achieving the cost objectives with respect to contracting, scheduling, estimating, and bidding. For design/build pursuits, lead design teams through the successful completion of construction documents, adhering to the project requirements while maintaining the budget. Develop relationships with our subcontracting community to support our business bidding and development efforts. This position will solicit, receive, analyze, and make recommendations in support of the construction department's business objectives. This position will report to the Allentown, PA office.

RESPONSIBILITIES:

- Timely management of the bidding process inception thru completion for assigned projects – solicit, receive, spread, equalize, and analyze bids for:
- Conceptual Estimates
- Hard Bids – GMP and Lump Sum
- Major Change Order pricing
- Prepare and/or assist with the preparation of scopes of work to support the estimating process.
- Develop and maintain positive relationships with our subcontracting community.
- Ability to fully comprehend front end documents – specs, general conditions, schedule constraints - and their impacts on the project bids.
- Buyout and/or assist our Project Management team with the buyout of assigned projects.
- Maintenance of a computerized construction database for both costs and vendors for use by estimating and Project Managers along with other team members.
- Assist in new subcontractor/vendor prequalification.
- Maintain an up-to-date understanding of the latest construction materials, pricing, and trends.
- Continuously learn all aspects of the construction field including systems, procedures, means and methods, computer programs, management techniques, code changes, etc.
- Ability to ensure quality and timely work output, prioritizing tasks and meeting assigned deadlines. Identify and maintain an up-to-date understanding of the latest construction systems, materials, pricing, and trends that positively impact estimating.

SKILLS & ABILITIES

- Must be knowledgeable in construction management processes, including estimating, bidding, purchasing, subcontractor negotiations, and design/construction technology.
- Must have an understanding of the design and approval process, including knowledge of building codes.
- 3-5 years' experience in industrial and commercial estimating heavy site/civil is a plus.
- Excellent communication skills, detail orientation, and a customer service approach are essential.
- Ability to work in a team environment
- Knowledge of Maxwell Pro Contractor, Microsoft Office

