

ESTIMATOR POSITION

July 29, 2015

COMPANY

McGrath & Associates, Inc.

COMPANY DESCRIPTION

Construction Manager

INDUSTRY

Construction

JOB TITLE

Construction Estimator

EXPERIENCE

5-8 years in a Construction Estimating position including Pharmaceutical & Mechanical projects

JOB FUNCTION

Project Estimator

EMPLOYMENT TYPE

This is a full time position with the expectation of work hours to normally be 40 hours per week during the regular business day, although commonly the work day can be longer depending on the requirements of the client and project. This position is considered a salary position and no overtime is paid unless special circumstances arise and then only on a case by case basis.

JOB DESCRIPTION

This Estimator will be responsible for estimating multiple types of construction projects with an emphasis on industrial and pharmaceutical work. Understanding all aspects of architectural, structural, systems with a strong emphasis on piping, mechanical, controls, and electrical systems is required for this position.

This Estimator will be required to create accurate and complete estimates based on both conceptual design ideas and complete design documents. In many instances this estimator may be required to create their own documents for bidding based on verbal descriptions and sketches from our repeat clients.

Most of this person's responsibility will be with projects for a repeat client base already established by McGrath & Associates, Inc. Additionally, the role of this Estimator is to service our customer's needs and requirements.

Pleasant and fair interaction with Owners and Subcontractors is a must.

Mandatory Substance Abuse testing per the St. Louis Construction Industry Substance Abuse Consortium is required.

DESIRED SKILLS & EXPERTISE

Self-starter that takes sincere pride in your work.

Have a stable work history with multiple references.

Maintain strong work and personal ethics.

Complete understanding of construction plans, specifications, and contracts.

Contract negotiation and proposal writing.

Develop long term working relationships with clients and subcontractors.

Marketing skills.

Solid communication skills.

Current OSHA 10 hour training minimum.

Proficient in Timberline Estimating, Microsoft Office Suite, and Primavera Scheduling software.