



## PROJECT ESTIMATOR

---

**REPORTS TO:** DIRECTOR OF PRECONSTRUCTION

**ACCOUNTABILITY EXPECTATIONS:**

- Be 100% responsible and accountable for the project activities you are a part of.
- Be a problem solver. Provide recommendations and options to help resolve project-specific challenges.
- Ensure proper stewardship of and accountability for overall pre-construction integrity of the project.

**LEADERSHIP EXPECTATIONS:**

- Develop and maintain a visible and positive leadership role with our customers, vendors and within DBS Group.
- Think beyond day-to-day realities and nurture the customer relationship for future growth.
- Interact and collaborate with other DBS Group disciplines to establish best practice processes.

**JOB RESPONSIBILITIES:**

- Collaborate with the internal team, and external consultants, in the promotion and elevation of the DBS Group brand and reputation.
- Assist in generating proposal information, and participate in customer presentations, on an as-requested basis.
- Become proficient in the use of the following software systems:
  - Sage Estimating Software.
  - On-Screen Take-off.
  - SmartBid.
- Participate in design phase coordination meetings for your assigned projects.
- Visit project sites, as required, at the front-end of the pre-construction phase to garner information regarding the project site and qualified local vendor contacts.
- Contact vendors on the identified project vendor list to confirm with each vendor receipt of the invitation to bid, confirm vendor interest and confirm information needed by each vendor.
- Collaborate with the design team during the vendor bidding phase to compile RFI's, as well as organize RFI responses into Addendums.
- Complete quantity take-offs as necessary to identify quantities of materials and/or building assemblies for each project.
- Receive, organize and qualify vendor proposals for assigned projects as needed.
- Assist the project team in quantifying Value Engineering efforts required to achieve project budget goals.
- Upon closeout of assigned projects, input 'actual' cost data for definable-features-of-work in a historical cost data tracking system.
- Print and compile plans and specifications for use by the internal and external project team.



- Collaborate with Pre-Construction Department team members regarding the following:
  - Bid Solicitation Software maintenance.
  - Historical Data System maintenance.
  - On-Screen Takeoff maintenance.
  - Sage Estimating System maintenance.
  - Annual unit price updates.
  - Company cost code updates.

**SKILLS, KNOWLEDGE, QUALIFICATIONS & EXPERIENCE:**

Educational and experience requirements included: Bachelor's degree in Construction Management, or industry related program, and/or 5 years of commercial construction experience. Excellent organizational skills and effective verbal and written communication skills essential.

**COMMENTS:**

Participation in local and regional organizations, as well as professional affiliations, is highly encouraged.