



H.L. MOE CO., INC

## ESTIMATOR JOB DESCRIPTION

### JOB SUMMARY:

It is the responsibility of the estimator to bring new projects into the company by calculating the cost of material, labor, equipment and subcontractors of plumbing projects out for bid. Estimators work under the supervision and support of the senior estimator.

### ESSENTIAL DUTIES:

- **Design/Bid/Build:**
  - Attend weekly estimation meetings.
    - Bids are distributed at the discretion of the estimation group.
    - Project engineer will assist estimator in the download and organization of the bid documents.
  - Contact and maintain communication with bidding general contractors.
  - Attend job walks if required.
  - Upload plans into estimation software.
  - Take-off plumbing as shown on plans and assemble costs for all aspects of the job.
  - Develop scope/proposal letters to discuss with general contractors.
  - Fill out bid and insurance forms as needed.
  - Negotiate with general contractors at bid time.
  - Meet bid deadlines.
  - Negotiate contract terms.
  - Work with project managers to develop budgets and schedule of values.
  - Develop relationships with clients through sales calls and contractor events.
- **Design/Assist:**
  - Develop budgets based on schematic design documents.
  - Assist design team with plumbing comments at the guidance of a senior estimator.
  - Review and comment on plumbing design all the way to construction level documents.
  - Turnover design to construction team.
- **Design/Build**
  - Same as design/assist but an engineering subcontractor will be hired.
  - Work closely with the design team and the engineering subcontractor at the guidance of a senior estimator.

### QUALIFICATIONS:

- Proficient in Microsoft Word/Excel, Adobe and Bluebeam.
- Understanding of plumbing and piping systems.
- Minimum high school diploma, college degree preferred in engineering and/or construction management.
- Minimum 5 years experience in the construction industry.
- Leadership/management skills.
- Communicates well verbally and written.
- Able to negotiate contract terms and pricing.
- Performs well with strict timelines and schedules.