



Korsmo Construction

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Job Description

Job Title:	Estimator
Department:	Estimating
Reports to:	Lead Estimator and Director of Estimating
Hours:	Full time

General Description

The estimator, working with the lead estimator, accomplishes the tasks necessary to help ensure that the company produces a competitive bid on construction projects. Candidate will have at least 2-5 years of experience in all aspects of estimating, including public and private construction projects. Responsibilities include accurate take-offs of plans, maintaining and building subcontractor relationships, and issuing timely invitations to bid. The estimator works with the lead estimator in receiving and packaging bids on bid day, as well as advertising upcoming bids to the subcontractor community. The ideal candidate is capable of generating accurate scopes of work and pricing, participating in project walk-throughs or pre-bid meetings, and meeting critical deadlines in high-pressure situations.

Essential Duties and Responsibilities

- As directed by, and working with, the lead estimator, perform preconstruction efforts that include quantity take-off, constructability reviews, value engineering, bid package development, and subcontractor coordination.
- Responsible for evaluating bid specifications and drawings in order to develop successful and complete estimates of complex construction projects.
- Develop and maintain relationships with subcontractors to help ensure wide coverage and competitive offers; prepare subcontractor bid packages.
- Track and maintain current market cost data on all subcontractor areas.
- Develop and define accurate and concise estimate clarifications, exclusions, and assumptions.
- Obtain clarifications on plans and specifications from architects and engineers when necessary.
- Communicate with architects, owners, and consultants to clarify scope of work.
- Direct, coordinate, and provide information and documents to subcontractors and suppliers.
- Obtain and analyze subcontractor and vendor proposals for completeness in required scope of work.
- Keep current with the latest estimating technology and techniques.
- Demonstrate basic conceptual estimating skills by interpreting data.
- Provide value engineering when required.
- Assist marketing with proposals during project acquisition.

Minimum Requirements

- Undergraduate degree in construction management, engineering, business, or related field. An equivalent combination of education and experience may be substituted under appropriate circumstances.
- Must understand, and have experience in, evaluating bid specifications and drawings in order to develop successful and complete estimates of complex construction projects.



- History of work in various construction types, with a working knowledge of all major elements of commercial building.
- Ability to independently produce conceptual estimates.
- Knowledge of, and the ability to use, sophisticated industry-standard estimating software programs.
- One year of construction experience.
- Proficiency in Sage Timberline, MS Excel, MS Word, MS Project, and BlueBeam applications.
- Strong communication and documentation skills, including reading, writing, and understanding, and communicating clearly, effectively, and professionally.
- Ability to understand and follow directions.
- Experience with managing vendor relationship, estimation, analyzing information, and reporting is essential.
- Demonstrated strong team work ethics and decision-making skills.

Application

To apply for this position, please send your resume to **HR@korsmo.com**.