



Position Title: Estimator

Position Overview:

The Estimator must be resourceful and enjoy estimating challenging projects. This Estimator is responsible for identifying prospective work and securing work for the company. The position is ideal for someone who wants an important role in the preconstruction office of a established heavy civil construction firm. Wells Brothers performs projects across eastern North Carolin. The Estimator operates within the entire preconstruction process, including, but not limited to, pursuing new project opportunities, prequalification packages, final proposal submittal, and initial contract negotiations.

Responsibilities:

- Project bid selection
- Bid schedule creation
- Obtain and maintain bidding documents
- Attend pre-bid meetings
- Quantify project components
- Review proposal specifications and drawings to determine the scope of work and required contents of estimates
- Request and obtain necessary bid bonds
- Create and submit preconstruction RFIs
- Solicit and review of vendor estimates
- Visit projects to understand site conditions/restrictions
- Communicate with executive staff to set profit margins
- Final proposal creation and submittal
- Providing preliminary project schedule based on the project estimate
- Provide initial job budgets to the accounting department and project construction team
- Track and improve estimating accuracy and efficiency
- Develop and continually improve comprehensive estimating procedures
- Interface and build relationships with subcontractors, suppliers, owners and engineers
- Development and mentor assistant estimators
- Meet necessary EEO and affirmative action requirements set by Wells Brothers and project owners
- Maintain Wells Brothers strategic outlook and corporate values

Necessary Skills:

- Experience and knowledge of different geographic and construction markets
- Knowledge of heavy civil construction
- Organization and planning skills
- Strong oral and written communication skills
- Exceptional professional judgment
- Strong researching skills
- Ability to prioritize to best benefit the company
- Strong computer skills (HCSS HeavyBid and Carlson Takeoff experience preferred)

Employment Requirements

- will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- must take and pass a drug test and will stay active in company testing consortium
- will be subject to e-verify
- This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Desired Minimum Qualifications and Knowledge:

- High School Diploma or GED
- College Graduate majoring in Civil Engineering and/or Construction Management
- Valid Driver's license
- Five (5) years of involvement in heavy civil construction
- Traffic laws, ordinances, and rules involved in heavy equipment operation

Supervision (Given and Received):

- Will serve as leader of assistant estimators, project engineers and interns.
- Receive direct supervision from executives and company principals.

Working Conditions:

- Environmental:
 - Outside weather conditions, exposure to dust and inclement weather
 - Works near moving mechanical parts
 - Exposure to vibration
 - Exposure to wet, hot and humid conditions
- Physical:
 - Use of hands and fingers to handle, feel or operate tools and equipment controls.
 - Reach with arms to access tools and equipment controls.
 - Must be able to stand, talk, and hear.
 - Good peripheral vision with proficient depth perception and the ability to adjust and focus.
 - Maintain physical condition appropriate to the performance of assigned duties and responsibilities such as: heavy lifting and climbing; operating motorized equipment and vehicles; work in confined spaces; work at heights; work around heavy construction equipment
 - Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
 - May be required to drive company vehicles to project sites located within a 120 mile radius of the company office
- Travel
 - Travel is primarily local during the business day, although some out-of-town travel may be expected.
- Expected Hours of Work

- This is a full-time position. Days and office hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m. 40 hours of work per week is expected. It is understood that needed hours may fluctuate to meet bidding schedules.