

**Job Title: Estimator**

Rodriguez Construction Group is looking for a full-time Estimator to join our construction team. This position will give you the chance to work on some of our firm's top construction projects. This individual will be responsible for cost calculations to determine how much it will cost to complete a project. They will do this by researching the costs of the materials, transport, labor, and equipment. This position will report to the Chief Estimator. If you possess strong interpersonal skills, technical problem-solving abilities, leadership skills and enjoy working in a fast-paced innovative environment, apply for this career opportunity.

**Job Responsibilities**

As part of the Estimating Department, the estimator will perform their duties and responsibilities in support of the departments mission to win work through development and submission of high-quality estimates and proposals. The following responsibilities are intended to describe the general nature and scope of work being performed by this position.

- Review project solicitation documents for accuracy and completeness and develop questions as they related to the assigned scope of work
- Evaluate and analyze subcontractor/vendor proposals to ensure accuracy in scope. (Quantities, schedule, inclusions, exclusions, etc.)
- Perform conceptual estimating, in support of a firm fixed price estimate
- Determining the total cost of materials, equipment, utilities, and labor for construction projects
- Managing pre-qualification and pre-bid submissions
- Formulating contingency plans and effectively managing risks that might impact cost and time estimates
- Collaborating with other teams, conducting site visits, and providing other services, like bid deliveries, when required
- Establishing and maintaining relationships with contractors and vendors
- Assessing the risk levels associated with a project

**Job Qualifications/Skills**

As the Senior Estimator, you will need to be a team player, detail oriented, highly organized, hardworking and have the ability to effectively manage multiple tasks simultaneously and work under pressure to meet/set goals, budgets and deadlines. Specific qualifications/skills include:

- Ability to understand construction documents and recognize potential construction issues
- Good interpersonal and communication skills both written and oral
- Ability to work in a team environment with multiple projects at the same time
- Excellent interpersonal, conflict resolution and communication skills
- Ability to work under time pressure and adapt to changing requirements with a positive attitude
- OSHA 10 or OSHA 30 safety training or wiliness to obtain

**Education and Experience Requirements**

- B.S. degree in civil or architectural engineering, construction management, or an equivalent degree
- Four (4) to eight (8) years of experience in the construction industry with an emphasis on subcontractor supervision, coordination and or estimating
- Experience in fixed price, design-build and/or self-perform estimating a plus
- Experience with government project estimating a plus
- Experience with concrete, masonry, steel or interiors, a plus
- Competency working with a wide range of technology including computers, tablets, phones, and with Cloud base software programs

**Physical Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time may be evenly split between office settings or outside meetings. Limited local travel is required. Light physical effort in an office environment
- Frequent computer use
- Primarily sedentary work with occasional bending and reaching
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

**Benefits**

In addition to a competitive compensation package, this position offers Health Insurance, Dental Insurance, 401(k), 401(k) matching, Health Savings Account, Life Insurance, Paid time off. Rodriguez Construction Group is an equal opportunity employer.

**Contact**

Please send a copy of your Resume/Portfolio to: Bianca Rodriguez | [BR@Rodriguez-cg.com](mailto:BR@Rodriguez-cg.com)