



## **Estimator for the Retail Construction Industry**

### **Summary**

Estimators analyze blueprints, specifications, RFPs, proposals, and other documentation to prepare time, cost, and labor estimates for products, projects, or services for design-build and hard bid projects. They determine the scope of work for subcontractors and qualify sub-bids. Estimators determine the necessary resources for projects and prepare proposals.

### **Responsibilities/Duties**

- Writing overall project scope so a budget can be prepared; distributing scope to subcontractors. Responding to questions from subcontractors.
- Compiling and tracking historical data in regards to square foot cost in order to apply those costs to future estimates.
- Clarifying/qualifying sub proposals.
- Create billing of material lists.
- Building and maintaining a subcontractor list. Order plans and manage distribution to subcontractors, plan room, and/or Project Manager.
- Track responses to invitation to bid.
- Assisting in assembling costs for design build projects.
- Assisting in change order reviews, quantification, and ROM values on selected projects.
- Managing requests for information, addendums, and notifications during bid process.
- Attending job walks and pre-bid meetings.
- Reading and understanding of all spec books and plans; apprising of errors and omissions.
- Creating rough durations and an overall time frame of the project.
- Analyzing Value Engineered options for completion and inclusion of secondary trades.
- Assemble alternates.

### **Work Environment**

- Frequently in a normal office environment where noise level is moderate and temperature/humidity is controlled

### **Qualifications/Skills**

- High school degree or equivalent
- Experience as a project administrator or estimating assistant
- Computer skills, to include word processing, spreadsheet, e-mail applications, and estimating software
- Ability to interpret a variety of instructions furnished in written, oral, or other forms
- Ability to read, analyze and interpret documents such as blueprints, safety manuals, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence
- Ability to solve practical problems, deal with a variety of variables, and develop options when challenges arise
- Ability to interpret a variety of instructions furnished in written, oral, or other forms

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### **Military Experience that Translates to Estimator Tasks**

- MOS in finance or procurement
- Ability to multi-task, stay organized, and stay on schedule
- Understand authority and how to get things done with challenging personalities
- Attention to detail
- Prioritizing issues as they arise to maintain the best outcomes

### **Expected Steps to Transition from Military Environment to Estimator Role**

- Participating in the appropriate GC orientation session(s) with the selected contractors
- Shadowing under the appropriate GC **estimators** that are skilled at helping others learn
- Industry training (blueprints, specifications, specialized software applications)
- Orientation to trades on constructions projects (electrical, HVAC, plumbing etc.) and union labor contract agreements where applicable- this is a skill set somewhat different that what a typical soldier may have experienced
- Learning the life cycle of a construction project
- Familiarity with OSHA rules and regulations
- Familiarity with company policies and practices
- Subcontracting requirements
- Anticipate 1-3 job internship depending on ability to grasp and being comfortable to run solo