

CIVIL ESTIMATOR

Updated: May-2022

Division:	Omega Contracting, LLC.
Project Location(s):	DALLAS, TX
Minimum Years Exp:	5+
Travel Involved:	None/Not Specified
Job Type:	Full Time
Job Classification:	Skilled-Operations
Education:	Degree Preferred; Experience Does Apply
Job Family:	Construction
Reports To:	Not Specified
	Daniel Garcia

Position Description:

The primary responsibility for this position is to support services and deliverables offered by Omega Contracting, LLC. This position reports to the VP of Operations, Operations Manager and/or Director.

The purpose of this standard procedure is to define the job description of Civil Estimator through the outline of his/her duties, authorities, and responsibilities.

The Civil Estimator is directly responsible to the VP of Operations, Operations Director/Manager, Vice President and/or President for the proper discharge of his/her duties.

Essential Duties and Responsibilities

The Civil Estimator's primary function for **OMEGA CONTRACTING, LLC.**, consists of the following:

- A. Accurate and complete estimating of project assigned.
- B. Assist with office activities on assigned projects, including preliminary job-scheduling activities.
- C. Company liaison with Owner, Architect and Engineer.

The Civil Estimator's function is essential to the successful operation of projects. He/she must have the following qualifications:

- 1) Educational and experience requirements include Engineering degree or equivalent combinations of technical training and/or related experience.
- 2) Excellent organizational, supervisory and decision making/problem solving skills essential.
- 3) Ability to make accurate quantity surveys and to estimate the cost of materials, labor, equipment, and subcontractor's work, ascertaining that all areas have been accounted for prior to submitting estimate for review.
- 4) Maintain a high degree of integrity, loyalty, and honesty; not divulge to outside parties' information of a confidential nature pertaining to the company's operations or bids.
- 5) The ability to get along with people and to communicate in a professional manner with Owners, Inspectors, Architects, and others having a direct interest in a project being constructed.
- 6) Ability to carry out the duties described in the job description in an efficient manner.

DUTIES

The Civil Estimator's essential function is to estimate and manage the details of the projects, pre-construction services, submittal reviews, and scheduling. *Specifically:*

- 1) Provide feasibility studies and expertise in all aspects of project planning, for accurate construction and scheduling costs.
- 2) Assist corporate and project management teams to determine what types of projects to bid, strategies, techniques, etc.
- 3) Study and understand the contract documents of each project before, as well as after estimating to determine areas, including provisions of the general or special conditions, that may be ambiguous or present problems or result in unforeseen costs. Such matters should be brought to the attention of the VP of Operations and/or Operations Director/Manager.
- 4) Participate in presentations to management and clients. May be responsible for "closing the sale".
- 5) Provide technical assistance in negotiating contracts, change orders, etc. as required.
- 6) May assist in the preparation of studies, materials and methods, and recommendations, as required.
- 7) Responsible for assisting with all estimating personnel and budget issues.
- 9) Ability to review and track leads for future projects and deciding which projects to pursue.
- 10) Able to present presentations to a group, including client/owners or joint ventures.
- 11) Investigate conditions at the jobsite prior to bid to understand and evaluated site accessibility, surface and underground conditions and any condition that would affect construction methods and costs.
- 12) Estimate accurately each job and review the estimate with VP, Operations Manager in sufficient time to permit careful analysis, checking of calculations, and corrections as necessary.
- 13) Prepare at various stages (pre-bid) and update as necessary the job progress schedule.
- 14) Attend pre-construction and job meetings.
- 15) Participate in the preparation of bid and job correspondence.
- 16) Attend seminars on estimating, management and construction techniques as the VP of Operations, Operation Director/Manager requests.
- 17) Prepare special reports requested by the President, Sr. Vice President, VP and/or Operations Director/Manager.
- 18) Perform additional assignments per supervisor's direction.

Authority

The Civil Estimator derive authority from the Vice President of Operations, Sr. Vice President and President and is granted full authority to perform the duties set forth in this job description. Our goal is to complete our projects ahead of schedule and within budget by utilizing the expertise of all members of the team to the fullest.

Conclusion

The above outline of duties is not arranged in order of priority. These duties are not meant to restrict initiative, but rather to describe minimum activities. The President, Vice President, Operations Director/Manager or Human Resources to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Sr. Estimator will become part of the company policy, upon the approval of Upper Management.