

SENIOR ESTIMATOR



Updated: June 2024

Division:	Azteca Enterprises, LLC.
Project Location(s):	DALLAS, TX
Minimum Years Exp:	7+
Travel Involved:	None/Not Specified
Job Type:	Full Time
Job Classification:	Experienced
Education:	Bachelor's Degree or Relevant Experience
Job Family:	Construction
Reports To:	Chief Estimator, Pre-Construction Director and/or Vice President of Operations

Position Description:

The primary responsibility for this position is to support services and deliverables offered by Azteca Enterprises, LLC. This position reports to the Chief Estimator, Pre-Con Director, VP of Operations and/or Sr. Vice President.

The Senior Estimator's primary function for **AZTECA ENTERPRISES, LLC.**, consists of the following:

- A. Accurate estimating of project assigned.
- B. Oversee estimates until turned over to operations. Handles bid invitations, contacting subcontractors and suppliers, estimate setup, input of bids, tab sheets and bid follow-up.
- C. Company liaison with Owner, Architect and Engineer.

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

- 1) A thorough knowledge and background in the construction industry.
- 2) A thorough knowledge and background in estimating the type of jobs normally performed by the company.
- 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.

Purpose

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

Authority

The Senior Estimator derives authority from the Director of Pre-Construction, Chief Estimator and VP of Operations; 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.

Essential Duties and Responsibilities

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

- 1) 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. Such matters should be brought to the attention of the Director of Pre-Construction/Chief Estimator and/or VP of Operations.
- 2) Investigate conditions at the jobsite prior to bid to understand and evaluate site accessibility, surface, and underground conditions and any condition that would affect construction methods and costs.
- 3) Estimate accurately each job and review the estimate with the Director of Pre-Construction and /or VP of Operations in sufficient time to permit careful analysis, checking of calculations, and corrections, as necessary.
- 4) Access cost effectiveness of products, projects, or services, tracing actual costs relative to bids as the project develops.
- 5) Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues.
- 6) Confer with engineers, architects, owners, contractors and subcontractors on changes and adjustments to cost estimates.
- 7) Coordinates with department personnel to assist them in establishing the project scope and standards of construction projects.
- 8) Conduct special studies to develop/establish standard and related cost data or to effect cost reduction.
- 9) Assesses scope and location of the job.
- 10) Prepare estimates used by management for purposes such as planning, organizing, and scheduling work.
- 11) Prepare estimates for use in selecting vendors or subcontractors.
- 12) Attend pre-construction and job meetings.
- 13) Maintain and supervise adequate estimate and plan files.
- 14) Supervise preparation of bid and job correspondence of bids only.
- 15) Attend seminars on estimating, management and construction techniques as the Sr. Vice President, Director of Pre-Construction/Chief Estimator, and/or VP of Operations.
- 16) Maintain a current cost database.
- 17) Mentor newly hired employees who lack the knowledge of estimating.
- 18) Actively establish relationships with new subcontractors/vendors and further relationships with existing subcontractors/vendors.
- 19) Prepare special reports requested by the Director or Pre-Construction/Chief Estimator, VP of Operations, or Sr. Vice President.

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, Sr. Vice President or VP of Operations to suit the needs of the company will from time to time alter those duties.

This standard procedure for the job description of the Senior Estimator will become part of the company policy, upon the approval of Upper Management and remain in effect until superseded or canceled by the same authority.