



Earthwork Takeoff Estimator

Responsibilities:

As an Earthwork Takeoff Estimator, you will work with the Estimating team to complete take-offs, solicit quotes from vendors and subcontractors, and prepare and submit accurate proposals in a timely manner. This position requires you to be experienced in estimating Mass Excavation for Hard Bid, Design-Build, and Public and Private Projects. Must be able to meet deadlines, have excellent organizational skills and ability to communicate effectively. The Earthwork Estimator will report directly to the Senior Estimator.

Job Tasks:

- Produce accurate estimates from conceptual and schematic drawings, producing detailed, final contract estimates
- Assess site exposures/construction risks and appropriately analyze cost
- Identify and communicate constructability issues, and value-engineering alternatives
- Review projects with Senior Estimator
- Complete accurate take-offs from design plans and bid specifications to determine quantities and pricing for each project assigned
- Will research material pricing and obtain bids from vendors and subcontractors
- Maintain bid folders
- Maintain existing and develop new client relationships
- Prepare estimates for presentation to clients

Necessary Skills and Qualifications:

- Read blueprints, shop drawings, and specifications
- Effective communication, both verbally and written with clientele, team and management
- Attention to detail and excellent organizational skills
- Strong analytical and critical thinking skills
- Current or past experience in San Francisco market a plus
- Associate degree / Trade School / or 2 year relevant work experience
- 2+ years Bluebeam, AUTOCAD and AGTEK