



**The Parkes  
Companies, Inc.**



**SiteSolutions**  
A PARKES COMPANY

## **Estimator – Sitework / Civil**

**Our Mission:** *To provide comprehensive construction, development and real estate services - Building Solutions, From the Ground Up!*

### **JOB DESCRIPTION**

- Reviews construction documents and understands scope of work.
- Executes take-offs of construction documents.
- Inputs take-offs into a computer spreadsheet.
- Obtains pricing for materials.
- Obtains bids from subcontractors.
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items.
- Where predetermined standards are not available, makes an estimate.
- Informs the immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database.
- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Submit and follow up on status of proposals submitted to clients.
- Provide backup for estimating change orders and production worksheets.
- Represent company in project meetings.
- Manage multiple projects concurrently in different stages.
- Attend weekly, quarterly, and yearly management meetings to discuss project related items, corporate performance, and corporate goals.
- Performs all duties in conformance to appropriate safety and security standards.

### **JOB REQUIREMENTS**

- 5 years of experience of Sitework Construction
- Bachelor's degree in Construction Management, Civil Engineering, or similar program
- Experience with all aspects of site development (E&S, clearing, earthwork, excavation, utilities, fine grading, concrete and paving, stabilization, etc)
- Must have basic heavy equipment knowledge
- Flexibility of working hours and location of work
- Reliable transportation
- Valid Driver's License
- Excellent communication skills
- Be a team player with a professional attitude
- Competencies: Collaboration Skills, Ethical Conduct, Time Management, Thoroughness, Problem Solving/Analysis, Results Driven, Financial Management, Communication Proficiency.