



**The Parkes
Companies, Inc.**



**Parkes
Construction**
A PARKES COMPANY

Estimator

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

JOB DESCRIPTION

- Review construction documents and understand scope of work.
- Execute take-offs of conceptual information & construction documents.
- Inputs take-offs into a computer spreadsheet or specific estimating program.
- 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.
- Develop and maintain current unit pricing and systems pricing.
- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Submit and follow up on status of proposals submitted to clients, when directed.
- Provide backup for estimating change orders and production worksheets.
- Represent company in project meetings when requested.
- Manage multiple projects concurrently in different stages.
- Attend weekly, quarterly, and yearly management meetings to discuss project related items, corporate performance, and corporate goals.
- Works closely with Bid Team leader and the Bid Team in preparing for Bid Days.
- Performs all duties in conformance to appropriate safety and security standards.

JOB REQUIREMENTS

- Minimum 5 years of experience with Construction Estimating
- Bachelor's degree in Construction Management, Civil Engineering, or similar program recommended
- Experience with all aspects of construction estimating
- Eager to learn new ideas & methods and adapt as required to improve processes and procedures
- 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.