

## POSITION DESCRIPTION

### ESTIMATOR

Office Location: St. Louis, Missouri

Level: Experienced

Department: Square UP

Reports to: Senior Estimator

Supervises: N/A

The Estimator builds effective relationships with team members, internal and external customers, suppliers, and subcontractors. This person is responsible for preparing preliminary budgets, milestone cost estimates, and final bid scope/pricing proposals for various types of commercial and residential construction projects.

#### A. Essential Functions

- a) Proficient knowledgeable about construction trades, operations and materials.
- b) Proficient knowledge of construction costs and cost estimating software. Proficient in developing conceptual and final cost estimates.
- c) Work and communicate effectively with design team and sub-contractors in developing estimates and identifying value-engineering options.
- d) Establish man-hour requirements for estimates.
- e) Proficient knowledge of construction sequencing, union trade jurisdictions and scheduling software. Proficient in developing conceptual and final project scheduling.
- f) Work effectively with design team and sub-contractors in developing phasing and schedule options.
- g) Maintains knowledge of construction industry estimating and scheduling practices and recommends improvements, which elevate firm to a leadership position in industry
- h) Must be team oriented.
- i) Must be competent at recommending corrective actions required to maintain project quality, schedule and budgets.
- j) Ability to identify, and carryout, tasks needed for smooth operation of department.
- k) This position must be flexible to accommodate the needs of the firm.
- l) Ability to make decisions, get decisions made, delegate and work through others; getting others to do their best and remain calm under pressure.
- m) Open to suggestions; sensitive to personal and professional aspects of co-workers; positive attitude; willing to contribute skills to better accomplish a task.
- n) Demonstrates professional poise and maturity; responds well to pressure; seeks to improve professional skills and knowledge.
- o) Moving above and beyond the assigned task outlined by job description; demonstrates initiative, willingness to search out what has to be done and does it.
- p) Displays extra effort; willingness to stick with project. Takes pride in successful accomplishment.
- q) Executes specific assignments from general direction and limited supervision.

## B. Desired Qualifications

1. Bachelor's Degree Civil or Construction Engineering, Construction Management, or a similar field of study
2. 7-10 years Related Estimating Experience
3. Advanced project estimator skills that include performing engineering calculations, being conversant in
4. engineering nomenclature to effectively communicate with Application Engineers, Product Managers, Project
5. Managers, Engineering and vendors
6. Strong analytical skills
7. Excellent communication skills
8. Strong attention to detail
9. Ability to read, understand and organize construction plans and specifications
10. Strong organizational and problem-solving skills
11. Ability to work independently and with minimal structure while exercising great judgment
12. Strong Ability to multitask, prioritize, and work well under pressure to meet established deadlines

## COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level.