

Job Title: Estimator

Summary/Objective: The Estimator will be responsible for gathering, calculating, and compiling data for use in completion of bid proposal estimates for civil and heavy highway related projects. This candidate will complete estimates for assigned projects of medium to large size and complexity either directly or through subordinate personnel.

Essential Functions:

- Complete accurate and concise estimates of required labor, equipment, and materials needed to complete project.
- Obtain, Review, and incorporate historical data (purchase orders, quotations, subcontracts, productivity analysis reports, etc.) to ensure timely completion of accurate and concise estimates.
- Participate in developing project updates and bid package estimate documents.
- Review proposal specifications, drawings, project site, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate.
- Use computer-based software (ProEst, Oman Systems, Viewpoint-VISTA) to take off quantities, field measurements, or obtain information to accurately calculate various statistical data in a timely manner.
- Proactively communicate and problem solve with internal departments concerning projects efficiently and effectively.
- Responsible for the coordination and administration of projects upon completion of sale or low bid including maintaining files of working documents.
- Exercise proper care and maintenance of company equipment.
- Perform other duties and tasks as required.
- Occasional travel is required.

Minimum Requirements:

- 3 years of combined experience in estimating and construction including excavation, paving, underground utility, site development and heavy highway projects.
- High school diploma or equivalent required
- Bachelor of Science degree from an accredited college or university in Civil Engineering, Construction Management or a closely related field is highly recommended.
- Experience with Microsoft Office including excel, Outlook, and other office equipment (computers, phones, copiers, etc).
- Strong interpersonal skills and ability to work well individually as well as in a team environment.
- Ability to sit for extended periods of time and walk on uneven terrain.

- Be able to perform duties in an environment with possible exposure to dust, extreme heat or cold, or various weather conditions.
- Ability to move or transport equipment weighing up to 50 pounds.
- Essential to perform tasks in a construction environment and adhere to all safety requirements.
- Salary will be determined based on experience.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor or management.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. The above statements are not meant to be all inclusive. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The L.C. Whitford Co., Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. The L.C. Whitford Co., Inc. is a drug-free workplace.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Accommodations for Applicants with Disabilities:

The L.C. Whitford Co., Inc. provides reasonable accommodations and/or assistance to applicants with disabilities and disabled veterans (including but not limited to other protected veterans and individuals with known physical and mental limitations). If you need reasonable accommodation/assistance for any part of the application and/or hiring process, please contact The L.C. Whitford Co., Inc.'s HR Department at 585-593-3601.