



Yearout Companies – As a consolidated group of companies, you may be providing these job services to one or several Yearout companies.

Job Title:

Estimator, single discipline

Date:

March 3, 2017

Summary/Objective: Perform quantity survey, organize estimate, prepare bid, and win projects with a 5 day lead prior to bid day. Work on projects of complex size and scope across a full spectrum of construction services within various industries.

Essential Functions

- Read, interpret and understand plans, drawings and specifications at an expert level.
- Perform quantity survey for a specific trade; sheet metal, mechanical pipe, or plumbing and the associated insulation related to a particular trade.
- Knowledge of and interconnection between mechanical piping and HVAC systems that stems from prior experience.
- Coordinate effectively with other trade estimators to eliminate gaps or duplications in developing cost estimates.
- Identify risks inherent to a project to due to location, specific building type or construction, or any stringent specification, quality control, or safety requirements.
- Utilize computerized on-screen estimating software, particularly Quick Pen.
- Analyze and accurately estimate cost of construction material and labor for new facilities, retrofit projects, and fabrication projects.
- Ability to run an independent assessment of an estimate’s accuracy (upon completion of the estimate and summarization of all detailed man-hours, material, construction and costs) with the Director of Pre-Construction prior to bid day.
- Solicit, analyze, and select subcontractor / vendor proposals related to the trade discipline.
- Develop estimates and proposals for projects in the following sectors: general commercial & institutional, higher education, health care, military, industrial manufacturing, food manufacturing, and research laboratories.
- Author proposal letters and clarifications which clearly communicate the scope of work and outline any specific items that should be brought to client’s attention that may weigh into our ability to secure the project.
- Manage time efficiently & ensure the orderly flow of project assignments (minimum of 3-4 simultaneously) keeping with deadlines, schedules and within manpower budgets.
- Maintain organized and detailed files for back-up of estimate values.
- Ability to work at computer for extended periods of time.
- Utilize effectively MS excel and MS Outlook
- Communicate effectively with clients, designers, and vendors during the course of a bid cycle.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities/Duties

- Promote a safe and injury free work environment for each project.
- Confirm bidding status with contractors that have requested bids.
- Travel as necessary in support of estimating / bidding efforts.
- Coordinate total effort relevant to a particular bid with a goal of producing an accurate competitive cost estimate.
- Proactive in supporting colleagues and interdepartmental flow.
- Support other estimators and assist with estimates in other disciplines.
- Develop a unique bid strategy and plan for each particular project pursued.
- Provide complete conceptual and final estimating input on complex projects.
- Attend project pre-bid meetings.
- Attend job walk through (required if project is a re-model or retrofit in an existing facility).
- Review RFP documentation, specifications, drawings, attend pre-bid meetings, etc., to determine scope of work and essential deliverables of the proposal.
- Read and become familiar with specifications, note any systems that may be out of the ordinary or require special materials and or installation.
- Review the plans, note any special working conditions that may exist in the building, crawl spaces, high work, catwalks, confined spaces, long crane reach, scaffolding access, etc.
- Review equipment and fixture requirements.
- Organize internal resources in the preparation of proposal deliverables.
- Prepare and document crew labor wage rate assumptions.
- Proactively identify special conditions which represent financial risk to the project.
- Determine any risks related to the estimate in order to guarantee that provisions are made for those risks in the tender.
- Recognize unique safety or quality control provisions required for a project and incorporate related costs into cost estimates.
- Perform quantity survey for self-performed scopes of work
- Double check estimate unit costs and final numbers prior to entry into final estimate.
- Receive, compile and analyze quotes from suppliers and subcontractors. Generate a project specific bid tabulation so that competitive analysis is easily organized and transparent.
- Ensure that estimates are well-organized, complete, and ready for executive review prior to deadlines.
- Allocation of estimated cost into customer furnished bid forms in a manner which protects the company risk when exposing unit costs.
- Prepare and send bid proposals to general contractors.
- On bid day, estimators stay in office to answer any questions from client or general contractors regarding our bid. Estimators must stay in office until our clients finalize and turn in their bids.
- Follow up on bid results by contacting clients and general contractors to receive results.
- Evaluate bid results & report findings to management.

- Prepare breakdown analysis and summary for successful bids / secured projects.
- Assist design-build managers with on-going cost analysis & reconciliation on design-build / design-assist projects.
- Develop accurate unit costs relative to the specific trade
- Assemble turnover documentation to project operational team upon award of projects.
- Assist project operational team with segregating estimate into cost tracking categories and isolating pre-fabrication costs.
- Assist project operational team in the development of change orders for projects in progress.
- Encourage and facilitate continuous improvement adding to the team.
- Mentor others and proactively seek opportunities for learning and skill building from others within the company that have greater experience in other areas.
- Endeavour to find efficiency and accuracy in work product as well as learn new skills that will contribute to advancement.
- Support management and perform additional tasks as needed in support of company goals

Competencies

- **Experience in** general commercial & institutional, medical, military, industrial manufacturing, food manufacturing, and research laboratories.
- **Fundamental knowledge** of common HVAC systems including: Chilled Water, Heating Water, Steam & Condensate Return, Process Piping, Sheet metal, VRV/VRF, Energy recovery, DX and water cooled systems, and commercial plumbing.
- **Working Knowledge** of the following market sectors: nuclear energy and nuclear supply chain, petro chemical, power, alternative energy, and mining.
- **Ability** to perform accurate quantity survey of at least one of the following trades: sheet metal, mechanical piping, or plumbing systems.
- **Clerical** – Knowledge of administrative and clerical procedures and systems, such as word processing, spreadsheet maintenance, managing files and records, and other office procedures and terminology.
- **English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- **Customer and Personal Service** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Computers** – Knowledge of computer software, including applications.
- **Administration and Management** – Knowledge of business and management principles involved in planning and resource allocation.
- **Communication** – Effectively communicating as appropriate for the needs of the audience.
- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** – Understanding written sentences and paragraphs in work related documents.
- **Management of Personnel Resources** – Basic motivating, developing, and directing people as they work, identifying the best people for the job or getting direction from upper management if needed.

- **Time Management** – Managing one’s own time as it relates to the position and duties.
- **Service Orientation** – Actively looking for way to help people.
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Coordination** – Adjusting actions in relation to others’ actions.
- **Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Judgment and Decision Making** – Considering the benefits of potential actions to choose the most appropriate one.
- **Monitoring** – Monitoring/Assessing performance of yourself or the organization to make improvements or take corrective action as it relates to the position and duties.
- **Building and Construction** – Knowledge of materials, methods, and the tools involved in the construction of buildings, or other structures.
- **Mathematics** – Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Complex Problem Solving** – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Analysis** – Determining how information should accurately be depicted and how changes will affect end result.
- **Documenting/Recording Information** – Entering, recording, storing, or maintaining information in written or electronic form.
- **Getting Information** – Observing, receiving, and otherwise obtaining information from all relevant sources.

Primary Division:	Yearout Mechanical, Inc. or Yearout Industrial, LLC.	Job site Location:	Albuquerque, NM
Employment Classification:	Full Time	Employment Type:	Exempt
Work Environment:	Office	Reports to:	Director of Pre-Construction
Manages others:	No	Travel:	Yes, 10-15%
Education/Experience:	3 years minimum mechanical construction experience in the specific trade or 5 years minimum relevant cost control experience in the specific trade, and/or ASPE certification.	Hours: Security Clearance:	M-F 7am – 4pm No
Physical demands:	For office: Largely sedentary, some walking, bending, standing and lifting up to 25 lbs.	Pre-screening requirements:	Successfully pass required drug and physical tests. Valid driver’s license and driving record meets requirements. Clear background check and previous employment and reference checks.

The above information on this job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The description of duties may change at any time and include other duties as assigned.