



## **Project Estimator**

### **Project Summary:**

Responsibilities of the Project Estimator are to secure Commercial Excavation Projects through bidding and promotional events. These projects would primarily be located in the hours radius of central KY, but not limited to these areas. This person will work in the necessary softwares to develop and design the Project Estimate and create/complete the Project Proposal/Bid Package. Once the project is secure they will work with the Project Manager to transition project responsibilities appropriately. It will be the responsibility of the Project Estimator to ensure that all proper project documentation is handled in an organized and timely manner.

### **Estimator Responsibilities:**

- Review online sites and websites for bid opportunities.
- Secure plans and specifications.
- Complete plan take offs and review specifications.
- Communicate with suppliers to obtain/establish pricing & delivery of materials.
- Generate estimates and submit them to the owner/GC.
- Follow up on bid results
- Contract review upon award
- Work with Project Manager to ensure secured project is transitioned fully and smoothly
- Communicate with owner/GC or project manager throughout the project if needed
- Inform Project Manager of the project details and contract obligations
- Assist with Change Order Organization, Estimating, Pricing when needed

*\*The above is a list of normal responsibilities. Position will evolve as business and position grows.*

### **Key Position Qualities:**

- Construction Management/Engineering Degree and/or 5+ years of Estimating Experience.
- 2 years experience in Excavating/Construction Industry (preferred)
- Team Player
- Ethical
- Personable

- Excellent Communication Skills
  - Be a Leader not a Boss
- Efficient Resource Management
- Self-Motivated
- Figure it Out Attitude
- Creative
- Willingness and Want to incorporate new ideas
- Desire to Learn
- Organized
- Prompt

**Position Reports to:**

Terrence McCain - President

**Position Key Relationships:**

- Internal - Project Manager, Office Manager, President
- External - Project Owner/Customer, Property Managers, Project Coordinators/General Contractors, Subcontractors, Engineer & Design Firms.

**Compensation Summary:**

See offer Letter

**Benefits:** *Available after 90 day probationary period for all full-time employees*

- Health Insurance
  - \*McCain Bros. pays 100% of HSA plan or 85% of Buy-up plan for employee's Health Ins premium beginning FOM after 60 days employment\**
- Dental & Vision Insurance (DeltaDental)
  - \*McCain Bros. pays 100% of employee's premium beginning FOM after 90 days employment\**
- Matching 401(k)
  - \*up to 3.5% match when employee contributes 3%-6% beginning FOM after 90 days employment\* \*eligibility terms may apply\**
- Paid Holidays after probationary period
- Paid Vacation after probationary period

\*See Offer Letter for other benefits

**Misc:**

- Job Training - there will be educational opportunities of which McCain Bros. will take care of the expenses.