

Construction Estimator

SUMMARY: Inspects housing units leading to the development of specifications and cost estimates in the rehabilitation of housing units; does related work as required. Material take-offs for new construction projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares rehabilitation work write-ups, specifications and cost estimates
- Acts as liaison with local building inspectors to assure that work write-ups and specifications meet local codes
- Puts projects out to bid and assists with contractor solicitation process
- Conducts walk-through inspections with contractors
- Analyzes bids with homeowners; assists customers in selecting and negotiating with contractors
- Performs progress inspections of rehabilitation projects
- Analyzes and approves requests for change orders
- Takes “before” and “after” pictures of projects
- Determines the extent of rehab activity to the selected homes, the amount of rehab work required as compared to the expected selling price of the house, and the expected after-rehab value.
- Creates work schedule to be performed on each property. Initiates the rehab project overseeing that the work is completed satisfactorily and in a timely matter.
- Responsible for implementing, monitoring, and ensuring the satisfactory completion of the rehab work on all acquired properties. This includes ensuring that all required permits have been obtained and close out once the job is completed
- Makes preliminary inspection of properties to be rehabilitated
- Compute material and labor cost estimates for New Construction Projects
- Acts as liaison between the Construction Manager and the contractor/sub, resolving any issues that might occur
- Coordinate with cdc's Construction Superintendent for the completion of homes within their specified deadlines

SPECIALIZED SKILLS: Strong knowledge of general construction principles and practices, building materials, pricing, being able to understand and read blueprints, and quality control standards. Knowledge of home inspection standards. Knowledge of Housing and Urban Development (HUD) guidelines and procedures is also preferred. Excellent communications skills and strong computer skills.

EDUCATION AND/OR EXPERIENCE: High School Diploma or general education degree (GED); GED and 5 years minimum of experience in General Construction or more.

Salary will commensurate with experience. Comprehensive benefit package. Applications will be accepted until position is filled.

How to Apply:

Please provide your resume:

- By email at: ksaldana@cdcb.org Subject: Construction Estimator
- By Regular mail: Kristine Saldana. 901 E. Levee St. Brownsville, Texas 78520

cdcb is an Equal Opportunity Employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.