

# ESTIMATOR

## Responsibilities:

- Ensure estimates are developed and managed in the most efficient and effective manner.
- Review design scope criteria, perform quantity take-offs, formulate undefined scope assumptions and develop cost estimates. Prepare estimate basis and assumption documentation.
- Supervise and/or prepare cost studies, complex research, trend estimates, life cycle cost estimates for capital projects, general construction and specialized areas or discipline.
- Supervise and/or prepare scope, design development, bid and change order phase cost estimates necessary for the planning, construction, repair of structures, or installations for general construction work and other trade disciplines as needed.
- Supervise and/or prepare quantity surveys and cost evaluations for contract drawings, specifications or contract changes.
- Ensure unit costs and quantities of materials are correct.
- Establish format, content summaries and reconciliations, including segregation of cost according to confidence level.
- Prepare basic software generated estimates for completion and technical accuracy ensuring quality and integrity.
- Prepare contingency and escalation through manual calculations.
- May attend bid openings.
- Supervise and/or prepare estimates for Change Order negotiation by analyzing awarded construction contract breakdown, along with verifying itemized costs against the scopes of work and construction document packages. Review change order proposals for quantities and fair price; ensure that the costs of project stay within budget.
- Review and analyze contract cost estimates/delay claims prepared by external consultants for accuracy and reasonableness; perform reconciliation and make recommendations.
- Recommend, coordinate, and update current cost variations for the project cost trend program, price library, database, and other reference material.
- This position will manage initiating, compiling and maintaining a subcontractor database.

## Requirements:

- 4 - 8 years of full-time satisfactory experience in general construction estimating.
- Full-time satisfactory experience in civil engineering, architecture or construction.
- Education in civil engineering leads to a Bachelor's degree in civil engineering or architecture.
- Experience in infrastructure construction company like B. C. Biyani Projects Pvt. Ltd.

## Preferred Skills:

- Ability to perform detailed work under time-sensitive deadlines.
- Ability to work collaboratively with others in performing scope, design development, bid and change order cost estimating duties in a variety of trade disciplines.
- Knowledge and experience of estimation of building construction, transportation, irrigation projects and other industrial structures
- Ability with AutoCAD and Microsoft Office software's to prepare drawings, summary estimates and the analysis of deviations from architect/engineer estimates and from actual bids.
- Excellent written, verbal communication and people skills.

Our ideal candidate will be dependable, highly organized, and deadline-oriented while displaying a cheerful outlook in a team-based environment. This opportunity offers a highly progressive, innovative and challenging environment in which to champion your skills. We offer excellent compensation and benefits.

**Equal Opportunity Employer: Minority, Female, Disabled, Veteran, Sexual Orientation**