



CMB SERVICES INC.

### **Job Description**

CMB Services Inc. is currently searching for an experienced Estimator. As an Estimator, you'll analyze requirement documents, blueprints, and project plans to gain a thorough understanding of each project. Your responsibilities include determining production factors that influence costs, preparing material and labor proposals, managing bids from vendors and contractors, and presenting detailed cost analyses to management and stakeholders. Your insights will contribute to informed decision-making and successful project execution.

### **JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Reviews all site surveys provided by the sales team to determine the scope of all projects.
- Perform a pre-estimate review before beginning each estimate.
- Design projects from site surveys in order to provide an estimate for the project.
- Maintain estimating database with current rental, vendor, and subcontractor pricing.
- Maintain company database with all contact information of rental, vendor, and subcontractor companies for project managers.
- Build and maintain relationships with preferred rental, vendors, and subcontractor's companies for consistent competitive pricing.
- Responsible for all RFP's to all rental, vendor, and subcontractor companies
- Prepare all change order pricing for all ongoing projects for the project managers.
- Estimates to include all components of a proposal package (design documents needed, permits required, inspections required, contact lists, RFI's, scope of work, schedule of values, alternates/allowances, and cost comparisons.)
- Collaborate with sales team, project managers and division superintendents in order to develop a scope of work and a very detailed estimate to propose.
- Coordinate and collaborate with sales team and customer for all presentations at the office. This will include design plans, material samples, renderings, virtual design walk throughs and proposal packages.
- Thorough knowledge of the estimate database and applied procedures within the database to produce accurate and detailed estimates.
- Responsible for preparing the entire estimate for all divisions and sections of construction then obtain prices from rental companies, vendors, and subcontractors to compare to the company estimate.
- Meet all estimate deadlines for all new projects and projects already in progress.

### **REQUIRED SKILLS/ABILITIES:**

- Analytical and able to visualize two dimensional drawings in three dimensions.
- Demonstrates excellent organizational, interpersonal, and communication skills both written and verbal.
- Able to draft project plans for estimating, presentations and permitting.
- Proficient in Microsoft Excel, Stack, and Projects software.
- Able to conduct presentations with the customers and explain every aspect of the design and estimate.

### **QUALIFICATIONS:**

- Bachelor's degree in a relevant field (Construction Management, Engineering, etc.) preferred.
- Proven experience as an Estimator in the construction industry.
- Proficiency in using relevant software tools for estimating and cost analysis.
- Strong analytical skills and attention to detail.
- Excellent communication and presentation abilities.
- Ability to collaborate effectively with cross-functional teams.

### **SCHEDULE AND BENEFITS:**

- Full-time, Monday - Thursday, 8:00 am – 5:00pm & Friday 8:00 am – 12pm.
- Medical after 90-day Initial Probationary Period
- Bonus Eligible Immediately
- Salary Expectations: Competitive salary based on experience and qualification.