

## **JOB DESCRIPTION: Estimator**

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### **Responsibilities:**

The **Lemartec Estimator** position is responsible for pre-construction planning, pre-bid attendance, bid management, and estimating activities. The ideal candidate will have proven construction estimating experience, a history of leading, teaching, developing and maintaining cost database(s), complete understanding of contractual requirements, design drawings, and project specifications including, but not limited to:

- Conceptual Budgets
- Design Development Budgets & Control Estimates
- Quantity Take-off's
- Cost Analysis
- Construction Means & Methods
- Value Engineering
- Project Scheduling
- Qualifying Contractor Bids
- Maintaining accurate Meeting Minutes & Other Relevant Project Documentation
- Contract Negotiations

The candidate will work to achieve their respective objectives, and will report directly to the VP of Estimating, and Chief Operating Officer.

### **Minimum Requirements:**

- Degree in construction management or related field with a minimum of 3 years work experience within the construction industry (a minimum of 5 years working experience is required if no degree is available).
- Proven ability to manage multiple projects/activities in a dynamic fast pace environment.
- Must have project scheduling and document control experience.
- Superior communication and organization development skills.
- Strong interpersonal skills and ability to work with cross-functional teams.
- Experience with the following software:
  - Microsoft Office (Word, Excel, PowerPoint, etc.)
  - Document Control Programs

In addition to the above listed minimum requirements, candidates who poses the following skills, experience, and capabilities may receive greater consideration during the evaluation process:

- LEED AP
- Scheduling Programs(Microsoft Projects preferred)
- Bilingual (English/Spanish)

**This is a Full Time position.**

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**Lemartec Engineering and Construction** offers competitive compensation and benefits packages. For over half a century our purpose has been to design and build the best solution for our client. As such, our values are driven by our client relationships in a manner that reflects honesty and integrity, and within a framework of detail-oriented professionalism and a commitment to quality and excellence. Our vision is simple; to be the premier design-build firm within the industries we serve. We are an equal opportunity employer and are a drug/smoke free workplace.

Please submit your resume directly via our online career portal at [www.lemartec.com/careers](http://www.lemartec.com/careers) highlighting direct experience, references and salary requirements or e-mail us at [careers@lemartec.com](mailto:careers@lemartec.com)