



## Construction Project Estimator

### Position Summary

The Project Estimator partners with the department head of sales and estimates by meeting with clients and determining the scope, cost, and time of residential construction projects.

The position is servicing the Annapolis, MD area with some flexibility of working remotely.

### Essential Duties and Responsibilities

- Estimate construction costs for residential remodeling projects
- Generate labor and material quantity take-offs
- Prepare trade-specific work scopes and review them with subcontractors
- Coordinate costs with subcontractors
- Prepare, submit and track bids
- Post-construction analysis of projects to verify estimate accuracy
- Interact with the Customers, Production Staff, and Subcontractors to build the most accurate proposal.

### Qualifications (Knowledge, Skills, & Abilities)

- Ability to read and understand architectural drawings and job specifications
- Knowledge of construction industry standards, building codes, equipment, methods, and contracts
- Knowledge of determining cost and price of materials needed for each project
- Proficient in using Google Suite and Microsoft Excel Spreadsheets

### Education and Experience Requirements

- 2+ years of related experience in construction estimating or 7+ years of experience as a Carpenter
- Some college is preferred

### Other Requirements

- A valid driver's license and reliable transportation
- Ability to travel to job sites and vendor locations in Annapolis, Maryland, and surrounding areas