



<b>Job Title:</b>	Chief Estimator/Pre-Construction Manager	<b>Job Category:</b>	Construction
<b>Location:</b>	Albany, OR	<b>Travel Required:</b>	Minimal
<b>Salary:</b>	Salaried, DOE	<b>Position Type:</b>	Full -Time

### Job Description

The Chief Estimator/Pre-Construction Manager is responsible for the overall project estimate and for providing supervision, leadership, training, and mentoring for their team. This position works closely with clients, architects/engineers, subcontractors/suppliers to solicit proposals and plan cost factors for projects. The Chief Estimator leads their team in the analyzation of construction documents, specifications, proposals, and other documentation and prepares time, cost, and labor estimates for projects.

### Duties and Responsibilities

- Prepares detailed estimates for all design stages, including Conceptual, Schematic Design, Design Development, and Construction Documents.
- Ensures costs are up to date through assisting with maintaining the estimating cost data base.
- Manages and directly supervises the estimating team in the assembly and submission of bids
- Consults with clients, architects, subcontractors, and material supplies to discuss and formulate estimates, effect cost reductions, and resolve issues.
- Interprets construction documents and analyzes specifications to determine estimated costs.
- Collaborates with the operations team during the preconstruction process to review plans and specifications for constructability issues and determining general requirements on the project.
- Creates, maintains, and manages the bidding / preconstruction schedule for projects.
- Tracks and manages multiple preconstruction phase projects at once.
- Manages subcontractor prequalification program.
- Holds project team accountable to ethical behavior during all stages of the estimating process.
- Supervises and/or writes the specific and general instructions to bidders and required bid forms.
- Administers buy-out process and hand off to the Operations Team.

### Qualification Requirements

- B.S. degree in Civil or Architectural Engineering, Construction Management or equivalent field experience.
- Minimum of six (6) years commercial construction experience with a minimum of four (4) years of estimating experience.
- Capability to complete small and large CM/GC, CMaR, and Design Build estimates and complex competitive bid projects.
- Independent sales strengths for presentations and projects pursuits
- History of successfully working internally with the operational team and externally with Owners, Architects/Engineers, and subcontractors.