

## SENIOR ESTIMATOR (CIVIL)

### SUMMARY

As a Senior Civil Estimator, you will be responsible for working with a team in preparing cost estimates for construction projects or services to aid management in bidding on or determining price of product or service. You must be well grounded in construction techniques and equipment utilization, as well as be proficient in take-off and pricing ability for underground utilities, earthwork, harbor, road and bridge construction

Familiarity with the logistical challenges and multi cultural differences associated with working in a remote location is expected.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and evaluates Requests for Estimates.
- Consult with clients, vendors, personnel in other department or construction foremen to discuss and formulate estimates and resolve issues.
- Analyze blueprints and other documentation to prepare time, cost materials, and labor estimates.
- Prepare estimates used by management for purposes such as planning, organizing and scheduling work.

### KNOWLEDGE

- **English Language** – knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- **Design** – knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings and models
- **Production and Processing** – knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

### COMPETENCIES AND QUALIFICATIONS

- **Oral Communication:** The individual speaks clearly and persuasively in positive or negative situations. The individual will be able to communicate information and ideas in speaking so others will understand.
- **Deductive Reasoning** – the individual will be able to apply general rules to specific problems to produce answers that make sense.
- **Computer Skills** - Must be proficient in the use of computers related estimating software.
- **Communicating with Supervisors, Peers, or Subordinates** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email or in person.
- Must have at least 5 to 8 years of preferred experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

