# Estimator

The estimator is responsible for take-off and specification review for sheet metal, piping and/or plumbing estimates. The estimator will work as part of the estimating team to prepare a complete estimate, on time, to the Estimating Manager.

The estimator will thoroughly review and understand the applicable bid documents as required to deliver a complete estimate

The estimator will bring to the attention of Estimating Manager, in a timely manner, any issues that are outside the usual scope of work or that need further detailed review in order to minimize risk.

The estimator will review his or her work with the Estimating Manager prior to the final bid review meeting.

Using a combination of on-screen takeoff and printed documents, the estimator will mark or color the drawings and make adequate notes to ensure all items associated with their take-off assignment are accounted for. The estimator will provide adequate information and notes to allow for a complete scope review and scope letter preparation.

The estimator will review his/her Quickpen reports and pricing from vendors to ensure all items include a material and labor price. Any items the estimator is unsure of, or that are outside the normal scope of work, will be brought to the attention of the Estimating Manager for further review.

The estimator will coordinate his/her craft take-off responsibilities with other members of the estimating team.

The estimator will represent Ivey Mechanical Company as required in a professional manner with General Contractors, Owners, Vendors, Partners and other clients.

**Other duties and responsibilities may include but are not limited to:**

* Attend jobsite surveys as required – pre-award and during construction
* Follow standard Ivey estimating procedures when preparing estimate
* Oversee the management of the on-line plan room and other document control issues
* Vendor contact
1. Generate/Coordinate initial invitation to bid
2. Manage confidentiality documents if required by project
3. Update with addenda, date changes, etc
4. Maintain Tracking log
5. Make follow-up calls as necessary to insure completeness and schedule adherence
6. Keep vendor contact information and Line Cards current in Outlook Public folder, including line list from vendor (Coordinate with Admin assistant)
* Maintain an organized take-off file on the server (in the correct Estimating folder on G drive),
1. include notes on unusual conditions for the project
2. square foot information
3. Electronically file documents on server, including appropriate email correspondence
4. Coordinate with Office Manager and produce the appropriate project info for inclusion in Cosential Data System i.e.: Arch, Engineer, Owner, Location, etc. (List to be developed for use by estimators and Office Manager)
* Participate in bid review meetings
* Obtain cost of fees & permits associated with bid
* Maintain fee/permit records in a central location (Digital copies)
* Review tools, rentals and special conditions needs with the Estimating Manager
* Assist with review of quotes on Bid Day
* Assist as needed in other Bid Day activities
* Prepare for and participate in internal “Blitz” Meetings after project award
* Prepare change order estimates for project managers – Coordinated with Estimating Manager on an as needed basis
* Prepare historic cost breakdowns for estimates – Maintain yearly spreadsheet on G Drive
* Install Quickpen updates as directed by the Estimating Manager
* Be proficient in Excel and Word
* Assist in the preparation of the estimate
1. Order bid bonds
2. Prepare proposal letter rough draft for review
3. Review and prepare GC generated proposal forms
4. Provide assistance in maintenance and updating material pricing
* Assist in the gathering of information required to determine actual vs. estimated quantity and cost reviews with the construction team
* Ensure adequate office supplies are available
* Assist in scheduling, organizing and supporting estimating department training, continuing education and other activities