

## **Estimator**

### **Responsibilities:**

- Prepare pricing estimates for new projects.
- Prepare pricing estimates for change orders on existing contracts.
- Read and understand project bid instructions and detailed specifications.
- Prepare a take-off of materials included in the job.
- Estimate all necessary labor hours, material quantities, buyout items, and equipment costs.
- Work directly with Sales and Preconstruction Teams to understand size and scope of projects along with timelines and applicable project deadlines.
- Ensure all contractual terms and obligations of projects are maintained.
- Ensure projects meet cost requirements.
- Meet with Sr. Project Manager if costs exceed budget and obtain permission before approving out-of-budget costs.
- Assure proper accounting for project change orders.
- Interface with necessary departments and subcontractors to determine the scheduling of work and material deliveries.
- Meet with customers and vendors to identify potential barriers, with resolutions that maximize production and minimize costs.
- Visit job sites as needed and required.
- Prepare various reports for management.
- Meet with key personnel to ensure timelines of each project are met.
- Meet and confer with owner, architect, engineers, contractors, detailers, fabrication and field crews to verify correctness and completeness of all construction drawings.
- Review plans and proposals to determine proper procedures in order to accomplish company goals.
- Ensure all aspects of projects are properly and thoroughly documented to ensure Weldway's interests are protected.
- Implement established procedures to strengthen Weldway's reputation with general contractors.