PERRY HOMES
JOB DESCRIPTION
ESTIMATOR

Department: Estimating
Reports To: Estimating Manager
FLSA Status: Non-Exempt
Type of Position: Full-Time Employee

SUMMARY OF POSITION: The Estimator is primarily responsible for estimating material take-offs for both new and existing plans, elevations and plan options.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Estimating: New Plans and Elevations
  o Serve as a member of cost analysis team producing cost goals for new plans.
  o Calculate material take-offs for plans, elevations, and plan options to meet daily deadlines.
  o Analyze and submit costs for new plans, elevations, and options to the Estimating Manager.
  o Liaise with the Design Department to identify alternative construction methods.

• Estimating: Existing Plans
  o Revise take-offs to reflect plan revisions and monthly changes.
  o Calculate material take-offs for new plan options.
  o Liaise with field personnel to identify and address concerns.

• Plan Releases
  o Manage the Job Status Report to effectively process daily releases.
  o Provide final approval for plan release budgets.

• Miscellaneous
  o Complete special projects as requested.
  o Identify and implement cost saving opportunities.

SUPERVISORY RESPONSIBILITIES

• No supervisory responsibilities.

QUALIFICATIONS: This position requires a person with the following credentials, skills, and traits:

• Bachelor’s degree (preferred).
• The ability to read and interpret blueprints.
• Demonstrated computer skills including a working knowledge of Microsoft Excel.
• The ability to add, subtract, multiply and divide using whole numbers, fractions and decimals, to compute percentages, and to perform basic algebra and geometry.
• The ability to communicate with others effectively, both orally and in writing, in a professional and competent manner.
• Demonstrated organization and time management, which includes the ability to multi-task and run multiple projects simultaneously while maintaining thoroughness and precision.
• A team-oriented, proactive and adaptable work ethic.
• A strong attention to detail.

WORK AVAILABILITY

• Regular, predictable attendance is an essential function of this position.
• Must be regularly available and willing to work Monday through Friday from 9:00 a.m. to 5:30 p.m. and such other hours as the Company determines are necessary or desirable to meet business needs.

PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

• While performing the duties of this job, the employee may occasionally be required to stand; use hands to finger, handle, or feel; write; sit; use a computer; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and lift and/or move up to 25 pounds. The employee may rarely lift and/or move up to 40 pounds. Specific vision abilities required by this job include visual perception, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.

• While performing the duties of this job, the employee is typically exposed to an air conditioned office environment; however, on occasion, the employee must go outside the office and may be in non-air conditioned environments for short periods of time.

Approved By: _______________________________ Date: November 26, 2014
Name: Darren Holmes
Title: Estimating Manager