

Position Title: Senior Estimator

Draft Date: 02-25-2022

Reports to: Project Manager

Position Purpose: CSDI Construction is seeking a full time Senior Estimator for our Boise, ID office. The Senior Estimator is a critical role in bidding commercial general contracting work, collecting and coordinating subcontractor bids, and originating business for CSDI.

Principle Accountabilities and Essential Duties and Responsibilities:

- Working with Project Managers to submit accurate, thorough, and profitable bids for commercial construction between \$100K and \$10M.
- Communicating invitations-to-bid, plans, and project requirements to all subcontractors and vendors during the bidding process.
- Finding high performing subcontractors and maintaining a network of subs in multiple regions
- Establishing lasting relationships with customers, and generating new valuable clients for CSDI.
- Conducting and understanding take-offs, quantity reports, budgets, and value engineering

Knowledge, Skills and Abilities:

Comprehensive knowledge of:

- All aspects of commercial construction including: plans, processes, pricing, terminology, and industry standards
- All aspects of the budgeting, bidding, and buy-out processes
- Interpretation skills for commercial design drawings and specifications
- The uniform building codes
- Leading and working with all aspects of the construction industry
- Professional and concise communication skills
- Common computer and technological communication methods including,
 - Take-offs
 - Microsoft Office Suite
 - Microsoft Outlook, desktop and mobile
 - Email management and organization skills
 - Video Conferencing
 - Adobe Acrobat (PDF management)

Requirements:

- 4-year degree in construction related field or equivalent years of experience
- Must demonstrate excellent communication skills when interfacing with management, involved trades, building officials, architects and owners.
- Ability to work in-office and on jobsites.
- Ability to travel
- Ability to communicate effectively with potential vendors, sub-contractors, and clients

Benefits:

- The Estimator is a full-time salaried, exempt position
- CSDI offers medical, dental, vision, life and disability insurances
- CSDI offers a 401k plan including profit sharing contributions
- CSDI has an established 30+ year history of success and fosters an excellent corporate culture of empowerment and support to all of our employees.