

**Tonn and Blank Construction**  
**Job Description**  
**Estimator**

Classification: Exempt, Full Time  
Supervisor: Director of Preconstruction

**Overview**

This job description is a general outline of the responsibilities for the position. The goal is to assist in defining the job description of the Estimator through the outline of his/her duties, authorities, and responsibilities.

The Estimator is to assist the Preconstruction Manager, Project Manager or Lead Estimator to ensure that projects are estimated, planned, and coordinated in a timely, efficient, effective and accurate manner. The Estimator will be held responsible for all aspects related to his or her assignments.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- Bachelor Degree in Construction Related Field from an accredited institution of higher learning
- Willing to accept responsibility to acquire successful drug, alcohol, MVR and background checks
- Willing to accept responsibility to acquire specialized training

**Skills and Personal Attributes:**

Skills required:

- Assist the Preconstruction Manager, Project Manager or Lead Estimator in preparing accurate project cost estimates and preliminary construction schedules
- Assist the Preconstruction Manager to troubleshoot and resolve problems before they become major issues
- Ability to communicate with owners, architects, engineers, subcontractors and suppliers
- Ability to learn the working knowledge of construction legal issues including contracts, labor standards, safety standards and other related topics

- Assist the Preconstruction Manager in managing all aspects of pre-construction on projects effectively and efficiently including budgeting, scheduling, QA, safety, owner and architect correspondence.
- Assist the company in developing business relationships and networking contacts to increase the company's presence in the business community that results in new business opportunities
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Develop knowledge of Company software: (iSqFt), Estimating (WinEst), Takeoff (BlueBeam/OST), Scheduling (ASTA) and Invitation to Bid/Project Management (ProCore) Historical Cost Tracking (Modelogix) and other 3D Model Based Takeoff and Estimating
- Develop knowledge of Microsoft Office Applications including Word and Excel.
- Excellent math, verbal, written, communication and computer skills
- Ability to attend project walkthrough meetings and effectively communicate existing conditions and scope issues.
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

### **Job Description Detail**

Duties will include:

- Assist the Preconstruction Manager in preparing estimates, proposals, RFP responses and etc., for all project delivery methods.
- Assist the Project Manager in setting up and/or supervising the set-up of projects in Timberline including (but not limited to ):
  - Estimate Import
- Assist the Preconstruction Manager in competitively procuring vendor proposals. Perform a detailed review of the bids received comparing the scope of work for each bidder and the bidding documents, complete bid tabs and make recommendations of award.
- Assist the Preconstruction Manager with managing projects on a daily basis including (but not limited to):
  - Vendor database maintenance
  - Vendor prequalifications
  - Document control
  - Bid management (preparation of bidders list, bid solicitations, document control, bid coverage expedition and tracking)
  - Quantity surveys for all trades
  - Quantity surveys and estimates for self-performed trades
  - Cost analysis
  - Cost studies

- Cost history tracking
- Value engineering
- Coordinate with preconstruction team all RFI's. Ensure that all field RFI's have been properly entered in the PM software. Review the RFI log to ensure that all open items are resolved on a timely basis.
- Assist Preconstruction Manager in the completion of project cost history
- Assist the Preconstruction Manager in developing and maintaining:
  - Cost database
    - Labor production
    - Materials
    - Equipment
  - Vendor database
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information
- Other tasks as assigned.

### **Measures of Performance**

The Estimator shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All projects are estimated accurately and in accordance with company policies and procedures.
- All project documentation is accurate, complete, timely and current
- Estimator is deemed to add value to the project and to the Preconstruction Manager
- Owners are happy with Tonn and Blank and will use Tonn and Blank on future projects
- Estimator complies with all Tonn and Blank policies and procedures