



JOB POSTING

Job Title: Estimator	<p style="text-align: center;">To Apply</p> <p style="text-align: center;">info@christywebber.com</p> <p style="text-align: center;">By mail or fax:</p> <p style="text-align: center;">HR dept., Christy Webber Landscapes 2900 W. Ferdinand Street Chicago, Illinois 60612 Fax: 773 533-0688 Include Req. # in subject line</p>
Requisition #: 12-001	
Position Type: FT Exempt	
Level/Salary Range: Commensurate w/exp.	
Department: Construction	
Date Posted: 01/25/12	
Expires: Until Filled	
<p>Summary: Responsible for a variety of duties focusing around bidding and proposal generation for landscape construction projects. These areas of focus will include: plan take-offs, estimating, purchasing, composing letters and correspondence, field site visits, spreadsheet and database work, review and corrections. During snow season, this position may assist in coordinating and directing crews in the removal of snow.</p>	

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Perform all aspects of bidding process, including: measuring properties for field estimates, reviewing invitations to bid, pre-site inspections, drawing plans for irrigation and landscaping or maintenance services, preparing estimates.
- Evaluate incoming bid specifications and drawings for landscape residential, commercial and municipal projects and create an estimate based on project specifications to successfully bid and win the project.
- Prepare subcontractor bid packages; Transmit bid information to subcontractors; Submits bids and budgets by the bid deadline.
- Utilize standard estimate computer software to present information
- Demonstrate role model behaviors on ethics and integrity
- Has a thorough understanding of the scope for specific trades assigned
- Creates bid lists that fit scope of job, ensuring the right subs for the project
- Consistently follows up on submitted bids and budgets with Designers and/or Construction Managers
- Review drawings with project management team and highlight areas of concern; Review job cost with Project Management team and highlight any subs/material vendors that still need to be awarded
- Complete project kick-off to ensure compliance
- Seek & qualifies new subcontractors
- Awards subs in a timely manner to ensure release of materials
- Ensure that subs are aware of (and commit to) the project schedule

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding and working knowledge of contractual legal language;
- Keen eye for detail requirements of estimating and preparing proper bid;
- Excellent communication and interpersonal skills;
- Excellent organizational and time management skills;
- Command of the technical requirements to maintain database information;
- Ability to present an effective sales presentation – written and verbal;
- Sales and growth oriented;
- Profit driven – seeks ways to cut costs and improve efficiency;
- Effective problem solving skills, ability to handle adversity;
- Service and teamwork oriented;
- Customer centered and focused;

EDUCATION AND/OR EXPERIENCE

B.S. degree from an accredited college or university in the field of Landscape Architecture, Construction Management or a similar course of study relating to the business of landscape construction or minimum three years related estimating, project management or related experience is fully qualifying.