

# National Builder / Developer based in Carlsbad, CA

## Job Description

Job Title:  
Director of Estimating

Reports To:  
President of Construction

### SUMMARY

The Director of Estimating serves as the functional leader of the Estimating team and manages all aspects of the department. This position is responsible and accountable for all pre-construction services, feasibility estimates, scope sheet analysis of bids, and preliminary construction schedules for new work. This position will also be responsible for Subcontractor and Vendor relationships and maintaining the high ethical standards of our company.

This position will serve as the director of the department and will formulate and implement the vision for the overall department. This position will also help develop all policies, procedures and systems for the department.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Other duties may be assigned):

- Developing and implementing the overall vision of the estimating department
- Implementation of the overall estimating technology solution including the use of BIM, Timberline Estimating, Plan Swift, Bidsmart.net and other technologies
- Attending all Design Team Meetings from inception through closing on the construction loan and hand-off to the Project Management team.
- Assist Project Management team with the award of major trade packages when necessary.
- Preparing construction estimates including, but not limited by, quantity surveys, scope descriptions, pricing, preparation and distribution of bid packages, bid receipt, bid assembly, bid analysis, presentation of estimated costs to President of Construction and Development Team.
- Coordination of construction estimates with accounting cost codes for seamless transition from construction to accounting
- Create, maintain, and distribute a bi-annual “Commodity Tracker” for material trends affecting construction costs.
- Create and update a six month look ahead “Preconstruction Schedule” shared with the Construction President and Development Team to try and balance the work load of upcoming projects

- Managing and effecting positive subcontractor and vendor relationships by seeking qualified and quality oriented subcontractors to perform work and contributing to the environment that all are treated ethically and justly
- Being fully versed in the materials, methods, and costs related to commercial, educational, and multi-family construction and staying abreast of trends in costs, technologies and materials
- Creating and maintaining a historical cost database using actual costs
- Provides weekly reports of estimate and budget progress in a format defined by President of Construction
- Work closely with the Development Manager on peripheral tasks including retail modifications, new product investigation and pricing, and reviewing soft costs compared with hard costs to eliminate errors, omissions, and double-ups
- Review bid documents, create scope questions, and lead a detailed scope session with third party general contractors bidding / negotiating work with MMF.
- Works closely with Project Management team to assist in the review of subcontractor and vendor scopes to identify any errors, omissions, and double-ups with other trades.
- Develops the processes, systems and operational procedures of the estimating department
- Relies on judgment and experience to plan and accomplish goals
- Willing to work required long hours due to deadlines, when demands are high, and jobs are being concluded.
- Motivated, focused and have the desire to work with minimal supervision
- A certain degree of creativity and latitude is required
- Arrives to work on time and prepared.
- Attends seminars and meetings as requested.
- Supports our guidelines and policies.
- Represent our company in a professional and ethical manner

#### **SUPERVISORY RESPONSIBILITIES**

Can directly supervise one or more employees in the Estimating Department across multiple offices. The Director of Estimating carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual must be proficient in Timberline Estimating, Plan Swift, and MS Projects and Office.

#### EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year College or University and five to seven years related experience.

## LANGUAGE SKILLS

Must have the ability to read, analyze, and interpret general business periodicals, construction documents, and construction requests for proposals, construction contracts, professional journals, technical procedures, or governmental regulations. The individual must have the ability to write reports, business correspondence, and procedure manuals. Must effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## MATHEMATICAL SKILLS

The ability to work with mathematical concepts such as volume, area, ratios, geometry, algebra, trigonometry, probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## TRAVEL

This position requires travel 20% of the time – dependent upon the jobs. This position is located in Carlsbad, CA.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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Signature

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Date