



Position Title	Construction Estimator
Position Summary:	The Estimator is responsible for proper job evaluation, bidding, quoting, and estimating. The Estimator utilizes prior knowledge, experience, and industry standards to provide quotes and estimate labor hours and project materials. The Estimator works with Project Managers, Superintendents, and the Operations Manager to ensure appropriate evaluations of jobs. The Estimator evaluates change orders for re-bids and updated cost estimates.
Reports To:	Construction Manager
Has Reporting to:	n/a
Goals and Metrics/Success Factors	<ul style="list-style-type: none"> • Revenue / Labor Hour Goals are Met • 100% of Jobs come in within Scope • Processes are implemented and followed
Primary Responsibilities	<p>Daily Operations</p> <ul style="list-style-type: none"> • Prepare and submit quotes to customers and prospective customers. • Provide estimates for labor, material costs, revenue, and project duration • Process change orders to update quotes • Gather price information from vendors to incorporate into overall cost estimates; develop relationships with key vendors to help negotiate better prices and recognize higher levels of service and delivery • Professionally discuss project scope and change orders with customers, coworkers, and vendors • Travel to project sites to evaluate customer needs, when appropriate. • Monitor costs at different project stages to evaluate deviations from estimates • Proactively identify ways to improve processes and work more effectively and efficiently. • Continuously improves knowledge, skills, and expertise in operations management.

	<p>Safety</p> <ul style="list-style-type: none"> • Follow safety program at job sites. • Ensure compliance with safety laws and regulations. <p>Leadership Expectations</p> <ul style="list-style-type: none"> • Work collaboratively and positively with all MSC stakeholders • Embody the core values of MSC: Fun, Respect, Positive Attitude, Work Safely, Teamwork, Professionalism • Provide constructive feedback to Senior Management, Sales Managers, and Team Members. • Hold yourself accountable for your decisions and work • Anticipate and identify opportunities to improve, change, and grow and shares information appropriately <p>MSC prides itself on working as a team. This job description is intended to highlight the essential responsibilities of this position. It is not intended as a list of all tasks performed in this role. All employees are expected to do what needs to be done to provide our customers with an unbelievable experience and to be excellent teammates with their coworkers. Employees may have other duties and essential responsibilities assigned.</p>
<p>Qualifications</p>	<ul style="list-style-type: none"> • Strong attention to details to complete projects on time, on budget and to MSC standards • Strong communications skills to work in a fast-paced, dynamic and diverse work environment • Proficiency with Google Workspaces and Microsoft Excel. • Positive and professional attitude • Strong customer service skills • Ability to work independently, make decisions, and effectively and creatively solve problems • Strong time management and self-management skills. • Understand and maintain the confidential nature of the company, employee, and customer information • Current Driver’s License
<p>Physical Requirements</p>	<ul style="list-style-type: none"> • Frequently communicate via email, phone, Zoom, and text with employees, managers, customers, vendors, and other individuals with key relationships. • Ability to safely lift 25 pounds regularly. • Capability for occasional site visits to include occasional bending, walking, and light lifting.
<p>FLSA Classification</p>	<p>Exempt</p>