



January 24, 2008

## **Job Description: Estimating**

1. The timely and complete production of all estimates. Including the following:
  - Complete review of **ALL** bid documents and Instructions
  - Casework & Millwork pricing using Takeoff
  - Obtain Installation pricing
  - Obtain Buy/Sell pricing
  - Summarize all pricing information on Quote Summary Sheet for review by Estimating Manager
  - Insure that all reports that back up the QSS are included – Report idea, a material report & a labour report.
  - Completed project review listing the general contractors, Installer carried and box counts
2. Have the completed estimating binder with all reports and other information required and on the desk of the estimating manager 2 days before bid. (See estimating file requirements)
3. Install quotes need to be review between the installer and estimator the day before the final bid review. (This should include a review of the bid form to insure it is filled out correctly including all breakouts and alternate pricing & a review of the drawings.
4. Responsibility for final wrap up and submission of bids as directed by the Estimating Manager and/or the President.
5. Responsibility to assist in the development of new procedures forms & general ideas for company wide improvements.
6. Conduct turnover meetings for new contracts with Project Management Team including detailed walk through the project and drawings.
7. Accurately recording estimating activities including notes on any phone, email conversations.
8. Review & understanding of all documents, Amendments & addendum.
9. Reconciliation of all estimating information obtained during the bid. Review of scope & price compared to contracts / PO's. Prepare for the hand off meeting with engineering department.
10. Other duties as may be assigned from time to time.