



Schellinger Construction Co., Inc.

Senior Estimator – Job Description

Location:	Columbia Falls
Reports to:	Senior Management
Direct supervisory responsibility:	Yes

Functional Summary

The Senior Estimator prepares bids for a variety of road, highway and site works construction projects (from \$50k up to \$30M), and is responsible for the entire estimating process: from identifying bidding opportunities through existing sources to preparing and submitting each bid. The Senior Estimator works closely with Senior Management as they determine which projects to bid for, how the project being bid will be built, and what the final bid number will be.

Key Responsibilities

The responsibilities of the Senior Estimator include, but are not limited to:

Estimating Capability

- Lead all estimating activities required to bid a variety of road, highway or site works construction project (from \$50k up to \$30M)
- Demonstrate extensive knowledge of estimating techniques, cost control, material pricing, civil engineering and construction principles, with an emphasis on dirt, gravel and asphalt paving
- Accountable for the entire bidding process: from identifying bidding opportunities, through to preparing and submitting bids
- Serve as a coach and mentor to the Estimator
- Complete accurate and concise estimates of required labor, equipment, materials and subcontractors needed to complete each project.
- Incorporate historical data, productivity analysis reports, and prior bid details into upcoming estimates
- Review and interpret bid requirements, specifications, drawings, project site, and attend pre-bid meetings to determine scope of work for each bid
- Draft RFI's, and identify issues that require clarification
- Visit projects to understand site conditions/restrictions
- Understand how to fit subcontractors to the size/scope of project
- Create bid lists for review that fit the scope of project, ensuring that we have the right subcontractors for the project.

Bid Administration

- Prepare and maintain status of current and future bidding opportunities
- Obtain bid bonds from bonding agent
- Submit 100% of bids and budgets by the bid deadline – no exceptions
- Consistently follow up on submitted bids with the relevant project owner/manager until bid awarded
- Provide bid documents and subcontractor information to Project Management in a timely manner



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- Review drawings with Project Management team and understand why areas of concern have been highlighted
- Review job costs with Project Management team and highlight any subs/material vendors that still need to be awarded

Subcontractor Management

- Able to check bid requirements to ensure bid items that need to be performed by a subcontractor are clearly understood
- Solicit quotations and maintain communication with subcontractors and vendors for assigned projects
- Show creativity and resourcefulness to gain better pricing from subcontractors
- Ensure that we have the proper coverage from subcontractors on bid day
- Work with the Senior Management to ensure contracts are awarded to subcontractors in a timely manner to ensure release of materials
- Prepare subcontractor bid packages to ensure they are aware, and commit to, the project schedule
- Provide subcontractors with project details and as much information as possible to fulfill their responsibilities
- Participate in the process of identifying and qualifying new subcontractors
- Hold subcontractors to our performance expectations and keep the Senior Management informed about any performance issues

People and Relationship Management

- Report directly to a member of the senior management team, who is accountable for the performance management and coaching of the Senior Estimator on all aspects of the Estimating process.
- Fully understand and comply with all safety policies, EEO policies, and Company procedures
- Establish and foster positive long-term relationships with all external and internal business partners

Requirements/Experience

- A civil engineering or construction related degree is preferred but not necessary
- At least 5 years of experience in road and highway construction, including a minimum of 2 years estimating experience
- Willing to work overtime, as required.
- Compliance with the company's drug and alcohol testing requirements.

Compensation and benefits offered with this role will be based on work experience and capability. Schellinger Construction Company is a drug free and Equal Employment Opportunity Employer.

Please apply online at www.schellingerconstruction.com or send resume to info@schellingerconst.com, fax to 406-892-2187 or mail to Schellinger Construction, PO Box 39, Columbia Falls, MT 59912. No phone calls please.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.