



## Job Description: Estimator

### ***Summary of Responsibilities***

The Estimator is a critical position within Bognet Construction. Estimators are responsible for evaluating bid specifications and drawings, ensuring that we know everything required to successfully bid and win the project. Estimators must aggressively follow-up with subcontractors to ensure that bids are received. Estimators also work with the Project Management teams to follow-up on bids and budgets to close the business.

### ***Relentlessly Proactive***

At Bognet, our business strategy is to be the most proactive General Contractor in the Washington metropolitan area. Therefore, we hold every employee to the standard of being "*Relentlessly Proactive*," and we expect this behavior to drive every activity.

### ***The Relentlessly Proactive Estimator***

- Bid Administration
  - Prepares and maintains status of plan reproduction
  - Solicits and maintains communication with subcontractors and vendors
  - Prepares subcontractor bid packages
  - Transmits addenda and other bid information to subcontractors
  - Ensures that we have the proper coverage from subcontractors on bid day
  - Contacts supply houses to obtain additional subcontractor bids
  - Shows creativity and resourcefulness to gain better pricing from subcontractors
  - Submits 100% of bids and budgets by the bid deadline – no exceptions
  - Enters all relevant information into Timberline
  
- Project Knowledge
  - Review bid requirements thoroughly and asks follow-up question on every bid
  - Has a thorough understanding of the scope for specific trades assigned
  - Develops RFI's and clarifications and ensure adequate subcontractor coverage and shows interest
  - Performs a comprehensive "bid day" analysis and scoping of specific assigned trades
  - Understands how to fit subs to the size/scope of project
  - Creates bid lists that fit scope of job, ensuring that we have the right subs for the project
  - Minimize exclusions by "doing our homework"
  - Include value-engineering ideas on every bid
  
- Follow up & closing
  - Consistently follows up on submitted bids and budgets with Architect and/or Construction Manager to close business.
  - Knows architects, construction managers, property managers, brokers and can close business
  
- Project turnover
  - Properly turns over bid documents and sub buyout information to Project Management in a timely manner. Goal is 100% of awarded projects turned over within 24 hours of notification.
  - 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 form to ensure compliance



- Subcontractor award
  - Thoroughly checks requirements to buy the proper scope
  - Awards subs in a timely manner to ensure release of materials
  - Releases materials for record only when possible
  - Ensures that subs are aware of (and commit to) the project schedule
  - Provide subs with as much information as possible (PM, Super, permit status, etc.)
- Subcontractor management
  - Seeks & qualifies new subcontractors
  - Holds subcontractors to the *Relentlessly Proactive* and BOGNET Way standards

## ***Estimating - The BOGNET Way***

### **Build Long Term Relationships**

- Handle all subcontractor interactions in a manner designed to build a long term relationship.
- Develop *personal / social* relationships with selective subcontractors.

### **Operate as One Team**

- Build strong win-win relationships with other departments within Bognet, including project management, marketing, business development, accounting, and superintendents.

### **Go the Extra Mile**

- Do whatever it takes to ensure that Bognet bids and proposals are competitive and have the greatest chance of winning. This may require the employee to arrive early, stay late, or perform tasks not specifically outlined in the job description.
- Double-check all critical work deliverables to minimize mistakes.

### **Never Stop Improving**

- Initiate personal development program to build professional and managerial skills.
- Read local business and relevant construction trade publications.
- Initiate suggestions for company-wide process improvements.
- Research and maintain technological excellence in their work environment.

### **Engineer Win-Win Solutions**

- Develop creative solutions to problems.
- Identify creative ways to deliver additional profit if possible.

### **Take Ownership**

- Complete all activities with a pride of ownership “as if it was *your* name on the door.”
- Participate in company-wide events, such as meetings, socials, etc.
- Demonstrate adherence to and performance in keeping with the goals of Bognet’s Equal Employment Opportunity Policy and Affirmative Action obligations.

### ***General requirements for all positions:***

- Excellent written and verbal communication skills.
- Must know Microsoft Office products including Word, Excel, Project.
- Must be self-motivated & punctual.
- Must be able to manage multiple tasks and have excellent follow up skills both internally and externally.
- Must be professional and polished in appearance and speech.