

PRECONSTRUCTION ESTIMATOR – JOB DESCRIPTION

NIBBI SUMMARY

Nibbi Brothers is a dedicated team of construction professionals servicing our clients and community by building with integrity, innovation and quality. Nibbi upholds the highest standards in job site safety, safe building practices, and employee safety education. Our core markets include commercial developments, community based education facilities, mixed use and multifamily housing, seismic upgrades, historic upgrades, and waterfront projects; we also have a structural concrete division. Over 95% of our projects are negotiated, ranging in size up to \$150 million.

At Nibbi we provide dynamic career opportunities and mentoring for our employees. We are proud of our emphasis on fostering a strong sense of family through caring, mutual respect, and promoting a strong work / life balance. We encourage leadership training and continuing education at all levels. We continuously strive to recruit, develop, and retain the best talent.

POSITION SUMMARY

The Precon Estimator's primary responsibility is to analyze and interpret project information in the assembly of budgets, bids, and proposals. Occasional travel is required. This position reports to the Vice President of Preconstruction & Estimating.

ESSENTIAL FUNCTIONS

- Evaluate bid requests.
- Prepare detailed cost estimates.
- Input and adjust quantities with a high level of accuracy.
- Review project documents.
- Manage client relationships.
- Ensure Nibbi's standards of quality and safety are adhered to.

RESPONSIBILITIES

- Quantify material costs, man-power hourly costs, and sub buy-outs for assigned projects.
- Lead team in the creation of proposals and bids.
- Develop bid documents for each project.
- Prepare detailed take-offs.
- Present budget and value engineering ideas to owner and design team.
- Prepare detailed bid scopes for trade packages.
- Manage bid list and coordinate with trade partners.
- Review subcontractor submittals.
- Assist with subcontractor buy-out.
- Assemble quantities into project management tools with a high level of accuracy.
- Work collaboratively with Project Manager, Superintendent, and project team to phase assigned projects.
- Attend design development meetings.
- Participate in project team meetings, client meetings, and JSR's for duration of assigned project.

- Communicate with clients, fostering successful and on-going relations.
- Other related duties as assigned or needed.

QUALIFICATIONS

Degree in Engineering, or related technical degree, and 2-3 years of estimating experience, preferably in the construction industry. Candidates should have advanced math skills, ability to visualize in 2D and 3D, and an understanding of risk evaluation. This position requires a high level of fluency reading plans, specifications, and related project documents. Key competencies are initiative, communication, teamwork, dependability, and attention to detail.

Technical Skills: Primavera 6, Building Connected, On-Screen Takeoff, MS Office

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee, with or without reasonable accommodation, to successfully perform the essential functions of this job. While performing the duties of this job the employee may be exposed to conditions that include weather such as heat and/or humidity and cold, fumes or airborne particles, exposure to dust and asphalt, and moving mechanical parts. There may be occasional exposure to toxic or caustic chemicals. Conditions can also include risk of electrical shock and risk of vibration. The noise level in the work environment can often be loud.

The Precon Estimator is regularly required to:

- Walk, climb stairs, sit, and stand.
- Talk and hear at normal levels.
- See with close vision, distance vision, color vision, peripheral vision, depth perception, and have the ability to adjust focus.
- Reach with hands and arms.
- Use hands and fingers to operate tools and other business machines.
- Lift and/or move up to 50 lbs.

COMPENSATION & BENEFITS

Comprehensive medical, dental, and vision

Flex plans

Life insurance

Supplemental insurance plans

401K with employer matching

Vehicle allowance

PTO

Holidays

Incentive compensation bonus

Educational reimbursement

Gym membership discount

Nibbi Brothers is an equal opportunity employer