



A.G.GASTON™

Construction | Engineering | Consulting

Estimator – A.G. Gaston Construction

Birmingham based A. G. Gaston Construction Company is searching for professional and highly qualified Estimator.

The Estimator is responsible for evaluating bid specifications and drawings, and ensuring that all necessary and required information is on-hand and communicated to successfully bid and win the project. The Estimator must aggressively follow-up with subcontractors to ensure that bids are received and also work with the Project Management team to follow-up on bids and budgets to close the business.

Bid Administration

- Solicits and maintains communication with subcontractors and vendors
- Prepares subcontractor bid packages
- Manage competitive bid through constant subcontractor and vendor relationship building
- Transmits addenda and other bid information to subcontractors
- Maintains and shares complete database of subcontractors, vendors and manufacturers with aims of optimizing construction bid competitiveness
- Ensures proper coverage from subcontractors on bid day
- Contacts supply houses to obtain additional vendor quotes
- 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 SAGE

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
- Prepares detailed bid formatted to transfer estimate information for project execution and track costs effectively
- 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 thoroughly accessing scope and expectations prior to bid
- Include value-engineering ideas on every bid

Detail Focused

- Thorough knowledge and documentation of Contract Documents and reflection in bid estimates
- Ability to track estimate trends through past estimates in and attempt to increase competitiveness



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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.)

Flexibility

- Ability to multi task effectively
- Ability to assume Project Manager role as needed

QUALIFICATIONS / REQUIREMENTS:

For consideration, the preferred candidate needs:

- A four-year degree or equivalent combinations of technical training and/or related experience
- 7-10 years of estimating experience vertical construction and horizontal construction
- Conceptual estimating experience, with building related estimating software and digitizer
- AutoCAD experience
- Construction Project Management experience a plus
- Sage (Timberline) experience or comparable
- Excellent PC skills in MS Word, Excel, PowerPoint

Salary & Benefits:

Competitive salary based on experience. Health and wellness benefits. Relocation available.

Expression of Interest:

To express your interest in this position, please forward your cover letter, salary expectations and resume to: melva@tateassociatesllc.com. The client is ready to finalize this position; therefore, the preferred deadline to express your interest is December 15, 2015.

<http://tateassociatesllc.com/career/estimator-a-g-gaston-construction/>