



**BUILDING COLORADO'S FUTURE**

9100 E. Panorama Drive, Suite 300  
Englewood, CO 80112



P | 303 741 6116  
F | 303 741 2785

[jhlinfo@jhlconstructors.com](mailto:jhlinfo@jhlconstructors.com)



[jhlconstructors.com](http://jhlconstructors.com)

## ESTIMATOR

**SALARY:** Commensurate With Experience

**BENEFITS:** Health, Dental, Vision, 401(K), Paid Vacation

### JOB DUTIES:

- Professional estimating (Accountable to Preconstruction Managers & Director of Preconstruction Services)
- Accurate and timely review of the design documents to identify the required scopes of work and develop a bid list for review by the project team.
- Attending pre-bid meetings, site walks and preconstruction coordination meetings, documenting requirements and existing conditions.
- Completing takeoffs, developing scope of work review with subcontractors to ensure the work is accurately priced and accounted for.
- Developing pre-bid RFI's to close gaps in the construction documents and/or conflicts between design documents / specifications.
- Track and log all documents issued during the preconstruction period for use during contracting.
- Distribution of all documents to bidding subcontractors and vendors.
- Pricing materials and labor for misc. self-performed scopes of work.
- Building relationships with subcontractors, vendors and proposers to encourage participation in the bidding process.
- Aggressive follow-up with subcontractors to ensure bids are received on time.
- Professional conduct with designers and clients throughout the preconstruction process.
- Participation in Hard Bid Day activities, including scope review and bid tabulation.
- Attending pre-award meetings with potential subcontractors and vendors for a detailed scope review and analysis.
- Track and update vendor information and manage local vendor database.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree Desired, Not Required
- 2+ Years Of Related Experience
- Strong initiative, communication, problem-solving skills
- The ability to work effectively in a team environment.
- Proficient with building/estimating techniques.
- Excellent plan reading and specification interpretation skills.
- Proficient at the following software systems;
  - o Microsoft Office Suite
  - o Digital Takeoff Software
  - o Bid Solicitation Software
  - o Bluebeam

### SUBMIT YOUR RESUME WITH QUALIFICATIONS AND REFERENCES TO:

- Email: [hr@jhlconstructors.com](mailto:hr@jhlconstructors.com)
- Fax: 303.741.2785
- In Person: 9100 E. Panorama Drive, Suite 300 | Englewood, CO 80112