



STANDARD GENERAL INC.

JOB DESCRIPTION

TITLE: ESTIMATOR

DEPARTMENT: Estimating

REPORTS TO: Manager of Estimating & Project Development

Job summary:

- **Prepare presentable and accurate cost estimates.**
- **Do quantity takeoffs for tender verification.**
- **Attend pre-tender meetings and job site investigations.**
- **Review cost estimate with manager 24 hours prior to tender closing date.**
- **Submit completed tender on time.**
- **Liaise with operations and project supervisors throughout entire project.**
- **Track progress of project and assist with extra prices, troubleshooting to ensure overall success of the project.**
- **Supervise preparation of all sub-contracts to ensure timely and accurate contract administration.**
- **Pass correct costing and sales information to project accountant.**
- **Conduct handoff meeting with operations (including distribution of approved construction drawings and documents).**
- **Complete understanding of relevant project specifications.**
- **Identify all risks associated with each project.**
- **Identify and initiate the ordering of unique job materials.**
- **Ensure each job has a proper contractual arrangement, (i.e. indemnification agreement, purchase order).**

Experience / Education

- **C.E.T. or P.Eng.**
- **Basic computer skills.**
- **Two years related construction experience**

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 of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.