



Assistant Estimator

The Assistant Estimator is responsible for helping the department evaluate project specifications and drawings, ensuring that we know everything to successfully bid and win the project.

Responsibilities

- Learn and utilize RA-LIN's estimating system
- Help to define deliverables and acceptable timeline for each bid or budget
- Assist with bid administration where possible
- Actively review each project and approach
- Assist with follow-up and closing
- Assist with project turnover

Pre-Bid Day Responsibilities

- Create Smartbid Project
 - Create project with relevant information
 - Upload project documents and submit for formatting
 - Create Sub solicitation list, review with Lead Estimator and solicit project
 - Track, update, separate, analyze, distribute and manage all project related documents
- Link drawing details in OST
- Coordinate minority solicitations and participation
 - Public jobs: 10 days prior – responsible for minority solicitation through print or electronic media advertising)
- Perform Quantity Take-off on assigned divisions
- Develop scope sheets with internal budget for all divisions determined by Lead Estimator
- Build self-perform detail backup sheets with internal budgets
- Perform sub participation research, discuss with Lead Estimator and follow up with subcontractors
- Research building permit costs, tap fees, impact fees, tax rates, and business license fees
- Coordinate bid delivery (i.e. delivery person, prepare envelopes per job specifications, review bid form, coordinate deliverables, signatures, specific addresses, etc.)

Bid Day Responsibilities

- Distribute all current project documents to team members
- Level and assess sub quotes on scope sheets for assigned divisions
- Follow up with other divisions as needed



- Monitor, track and verify minority participation quotes and complete minority forms

Post Bid Day Responsibilities

- Gather subcontractor quotes with individual labels. Scan and separate into binders.
- Assemble and distribute big tabulation sheet (include proposal file)
- Give feedback to subs that submitted pricing
- Convert estimating notes to clarifications for Estimator review
- Submit drawing log, addendum and all other project documents to Lead Estimator for final review

Living the RA-LIN Culture

At RA-LIN, we pride ourselves in our detailed approach to estimating and doing the homework. Our business strategy is centered on client service and being the premier contractor of our market. Simply, we need to responsibly manage the things entrusted to our care. We treat the Owner's investment like our own. We complete all activities with a sense of pride & a high standard of excellence.

- Understanding and embracing RA-LIN's Strategic Objectives and processes to drive positive business outcomes
- Continual improvement and personal development
- Implementing, maintaining, and improving on the RA-LIN Core Values to drive continual improvement and excellence
- Serving as a role model and promote professional behavior
- Holding self and others accountable for results

Relationships:

We believe in healthy teams built on trust. Estimators are expected to build strong win-win relationships with other departments within RA-LIN. This includes external clients but, also project management, marketing, business development, accounting, and superintendents. This requires Ownership, Accountability and Communication.

- Handle all subcontractor interactions in a professional manner designed to build a long term relationship.
- Develop relationship to understand pulse of market, sub workload, activity, etc.
- Assistant Estimators report to and are evaluated by Director of Preconstruction

Candidate Skills, Qualifications & Requirements

- Excellent written and verbal communication skills.
- Must know Microsoft Office products including Word, Excel, MS Project.
- Must be self-motivated & punctual.

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- 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.
- Timberline, P6, BIM, Onscreen Takeoff