

**Job Title:** Estimator

**Location:** Wausau, WI

**Salary Range:** \$55,000 - \$80,000



**Design  
Construct  
Furnish**

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At The Samuels Group, we recognize our employees are our most valuable resource. We are builders of structures and builders of long-lasting relationships. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect, and recognition. Within this environment, The Samuels Group employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

**Position Summary:**

Responsible for assisting the estimating team in all facets of the bidding, negotiating and preliminary budgeting processes including obtaining and evaluating bid solicitations, specifications and drawings, while assuring quality and accuracy. This person must be self-motivating with existing knowledge of the general construction industry and a strong desire to progress and grow in this field.

**Principal Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Safety

- Reviews, understands, and supports The Samuels Group's philosophy towards safety.
- Understands all safe work practices performed in the field operations and costs associated with each procedure.
- Ensures job safety requirements and standards are included in all subcontractor proposals.
- While visiting project jobsites, observe and report safety any hazards to the project Superintendent.

Operations

- Reviews the plans and specifications for constructability.
- Completes detailed take-off of quantities of detailed building components by divisions.
- Responsible for trade contract bidding process including preparation of bid packages, scope of work and list of contractors for bidding utilizing minority and woman trade contractors.
- Establish accurate pricing of estimates, including establishing costs for labor, material, and subcontracted items.
- Assists the Superintendent and Project Managers in preparing and updating general project schedule to confirm overall duration of construction schedule.
- Assist in change orders with Project Manager to verify increased/decreased costs.
- Assist in reviewing quotes/proposals from subcontractors, maintaining master subcontractor list.
- Additional responsibilities as may be assumed or assigned in support of our company's effort to achieve client loyalty.

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- An Undergraduate degree or completion of a 2-year certificate program in construction related discipline.
- Estimating experience and/or commercial construction field experience or construction internship.
- Ability to read and understand construction blueprints/documents/specifications.
- Able to work with subcontractors and suppliers as well as project team members such as Senior Estimator, Project Manager, and Project Superintendent.
- Able to comprehend and communicate safety standards.
- Ability to recognize and achieve high quality construction standards.
- Ability to travel.
- Detail oriented.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive, and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Excellent written and oral communication skills.
- Basic understanding of industry practices, processes, and standards.
- Proficiency in Microsoft Word and Excel a must. Demonstrated experience with estimating software and/or Sage a plus.

**Working Conditions:**

In a typical 8-hour workday, employee will usually; sit at least four hours, stand at least two hours and walk at least two hours. Employee's job requires occasionally to; bend/stoop, squat/crawl, climb 30-60 ft., reach above shoulder, crouch/kneel, balance, push/pull, lift/carry up to fifty (50) pounds, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases, and noise sometimes over 85 DBA and Working on open high locations. Employee's job frequently requires using hands for repetitive action such as simple grasping and manipulating and being around moving machinery. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel may be required.

**Benefits:** Health insurance, Dental insurance, Vision insurance, Health Savings Account with employer contribution, Employer sponsored life insurance, Employer sponsored short-term and long-term disability, supplemental benefit options, Robust paid time off program, 401(k) with employer matching, Tuition reimbursement, Professional development assistance, Life insurance, Employee referral bonus program, Employee assistance program, Employee-driven wellness program and culture club, Flexibility, Work environment that encourages employee well-being and family/work balance

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