



Job title	<i>Estimator</i>
Reports to	<i>Vendor Relations Manager</i>

Job Purpose

SiteLine Services is seeking a detail-oriented and proactive Estimator to support the preconstruction phase of commercial construction projects. This role requires a strong understanding of construction methods, cost development, and value engineering, along with the ability to collaborate effectively with owners, designers, subcontractors, and internal teams. The Estimator plays a critical role in setting projects up for success while upholding SiteLine Services culture of trust, respect, integrity, service, and stewardship. This is a hybrid role that may include some work from home and will require some time in-office and some travel to project sites.

Duties and Responsibilities

Duties and Responsibilities of the accounting clerk include but are not limited to:

Estimating and Cost Development

- Review construction drawings, specifications, and contract documents to fully understand project scope and requirements.
- Perform detailed quantity takeoffs for labor, materials, equipment, and subcontracted work.
- Review, level, and analyze bids to confirm scope coverage and pricing accuracy.
- Analyzing requirement documents, blueprints and project plans
- Developing and maintaining relationships with vendors and contractors
- Prepare conceptual, schematic, and detailed cost estimates, including hard costs, general conditions, contingencies, and fees.
- Identify scope gaps, assumptions, and potential project risks. Develop appropriate clarifications, exclusions, and contingencies.
- Participate in internal estimate reviews with preconstruction and operations teams to validate pricing, assumptions, and overall strategy.

Proposal and Preconstruction Support

- Assist in the development of bid packages and proposals, including scope narratives, assumptions, and pricing breakdowns.
- Support value engineering efforts and alternate pricing strategies to align project costs with client objectives.
- Assist with negotiated work, and contract pricing, including pricing for scope changes and revisions.
- Participate in pre-bid meetings, site visits, and coordination calls with owners, architects, engineers, and consultants as required. Occasional travel to project sites, meetings, or company offices as needed.

Project Transition and Ongoing Support

- Support the transition from preconstruction to operations by clearly communicating estimate assumptions, scope details, and risks.
- Assist with pricing, changing orders and scope revisions during construction as needed.

Qualifications

Qualifications include:

- Bachelor's degree in Construction Management, Engineering, Architecture, or a related field preferred.
- Three or more years of experience in estimating, preconstruction, or a related role, preferably within commercial or industrial construction.
- Strong ability to read and interpret construction drawings, specifications, and contract documents.
- Excellent communication, organization, and collaboration skills.
- Proficiency in estimating software, Microsoft Excel, and construction management platforms.
- Experience with design-building or design-assist delivery methods is a plus.

Benefits

- Competitive salary based on experience
- Health, dental, life, and vision insurance
- Paid time off and holidays
- Supportive team environment
- Opportunity for growth within a stable, local company