



Job title	<i>Senior Estimator / Procurement Specialist (Level 3)</i>
Reports to	<i>SiteLine Manager</i>

Job Purpose

The Senior Estimator / Procurement Specialist (Level 3) plays a dual role in estimating and procurement, leading the development of detailed cost estimates while driving competitive sourcing strategies. This position ensures cost accuracy, scope clarity, and vendor reliability throughout all project phases — from preconstruction through final buyout. As a senior team member, this individual manages high-value and complex bids, evaluates subcontractor and supplier proposals, and negotiates pricing. They serve as a bridge between estimating, operations, and procurement, ensuring every project is both cost-effective and constructible.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

Estimating Duties

- Lead the estimating process for complex or large-scale construction projects.
- Review drawings, specifications, and related documents to create detailed cost estimates.
- Prepare bid proposals, budgets, and value engineering options.
- Collaborate with project managers and field teams to validate constructability and assumptions.
- Present estimate summaries and recommendations to leadership and clients.

Procurement Duties

- Solicit, review, and negotiate subcontractor and supplier quotations.
- Develop strategic sourcing relationships and maintain up-to-date pricing databases.
- Analyze market trends and forecast material cost fluctuations.
- Validate supplier quotes for completeness, accuracy, and alignment with scope.
- Identify cost-saving and risk-mitigation opportunities through vendor partnerships.
- Ensure alignment between estimating and procurement efforts to maintain project consistency and budget control.

Qualifications

Qualifications include:

- Bachelor's degree in Construction Management, Engineering, Supply Chain, or equivalent professional experience.
- Minimum 7–10 years of experience in construction estimating, procurement, or preconstruction, preferably on complex or multi-discipline projects.
- Strong understanding of construction means, methods, and cost structures.
- Excellent analytical, negotiation, and communication skills.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.



Preferred

Qualifications:

- CPE (Certified Professional Estimator)
- CPSM (Certified Professional in Supply Management)
- PMP (Project Management Professional)
- Equivalent industry certifications may be considered.

Core Competencies

- Leadership and mentorship
- Cost analysis and strategic outsourcing
- Vendor and subcontractor management
- Critical thinking and problem-solving
- Collaboration and communication across departments
- Commitment to precision, integrity, and continuous improvement

Approved By:	<i>Ethan Kunkel</i>
Date Approved:	<i>11/6/2025</i>
Reviewed:	

**Job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee and will be reviewed and updated as often as necessary.*

Signature

Date