

## **Bridge/Structures Estimator**

**This is a brief job description; all essential functions are not listed and are not limited to the following:**

The Bridge/Structures Estimator is responsible for overall project bidding and planning, resource allocation, and control, while providing technical direction and ensuring compliance with quality standards in HCSS HeavyBid for bridge (primary), culverts, earthwork, utilities, drainage, structural concrete site concrete, etc. The Bridge/Structures Estimator responsibilities span a broad spectrum, covering all the areas of bidding process –, Takeoff, Subcontractor & Supplier Management, Quality & Accuracy Management, Safety Management when making site visits. Project Planning & Time Management per the bid schedule to complete all projects assigned.

### **Knowledge, Skills and Abilities**

- Full preparation of the project estimate in HCSS HeavyBid.
- Submittal of the project estimate to the Owner.
- Reviews and incorporates historical data from purchase orders, bid tabulations, subcontracts, productivity analysis reports and the job costs system into unit cost, man-hour and crew production figures.
- Reviews proposal specifications and drawings, prepares lists of bid items and quantities. Attends pre-bid meetings and meets with Owner to determine scope of work.
- Recommends vendors and subcontractors for the project; discusses and obtains appropriate quotations in coordination with Operations, as needed.
- Performs or coordinates quantity takeoff, assembles direct & indirect cost estimate and analyzes alternate construction methods to determine cost effectiveness.
- Assists in the research of and cost estimates for alternate construction methods.
- Reviews design options and recommends best solution based on cost, value engineering or availability of materials.
- Assists in tracking awarded contracts as assigned through review of cost reports and discussions with Operations.
- Supports Operations by estimating extra work items and change orders.
- Reviews contract prior to bid, if provided, to ensure that terms, conditions, exclusions and qualifications are included in the Owner's contract and in compliance with original contract proposal.
- Develops pre-bid draft schedule; once awarded, transfers draft schedule to Operations.
- Effective time management and logical decision-making ability.
- Capacity to handle pressure.
- Strong focus on quality & accuracy is a must.
- Meet the physical demands of the job with or without reasonable accommodation. If you require a reasonable accommodation to perform these essential functions of your position, you should talk to your Supervisor or Human Resources.
- Comply with Blythe Development's policies and procedures including those outlined in the Employee Handbook.

### **Qualifications**

- Bachelor's degree in Civil Engineering, Construction Management, or equivalent
- Working knowledge of HCSS HeavyBid
- Minimum of 2 years of construction experience in estimating and/or operations.