

# conceptual estimator

Newkirk Novak Construction Partners is seeking an experienced Conceptual Estimator to contribute to our expanding project portfolio. Our top priority is the continued satisfaction of our clients, so excellent client, architect/engineer, and trade partner/supplier relationship skills are a must.

## JOB DESCRIPTION

Our Conceptual Estimators lead a collaborative preconstruction effort and provide ongoing budget validation and estimates through the preconstruction phase of a project. Projects consist of a wide range of commercial construction project types. Primary responsibilities include but are not limited to the following:

## ROLE RESPONSIBILITIES

- » Develop and lead detailed and timely conceptual budgets and estimates through a collaborative process with clients, design teams, project managers, and trade partners to ensure complete estimates in all project stages.
- » Review and understand all bid documents and project requirements to develop a comprehensive understanding of the project in order to develop scope of work and estimate costs.
- » Engage and coordinate with trade partners to develop quantity takeoffs and pricing of scope. Verify with trade partners prior to bidding the project schedule, manpower, and phasing requirements.
- » Create and maintain trade partner solicitation list for company use and distribution.
- » Review and understand all contract bid documents and project requirements to determine project constructability and product material requirements.
- » Work with the project team to develop the project's general conditions for review and approval with Project Executive.
- » Create and maintain scopes of work and exclusions through the preconstruction process to detail and communicate with the client and design team on what has been included with the conceptual estimate all the way through the final budget.
- » Develop and maintain relationships with clients, architects, engineers, trade partners, and internal team.
- » Mentor, train, and develop less experienced associates.
- » Lead, support, and promote a culture of diversity and inclusion.
- » Understand non-discrimination policy and ensures positive, proactive implementation throughout the organization.
- » Lead, generate, and help resolve budget changes through value engineering.
- » During the preconstruction process, identify project risk with the project team, client, and design team to develop solutions to mitigate the project risk early in the design.
- » Complete and/or verify the quantity survey in On-Screen Take off and organize information appropriately.

## QUALIFICATIONS

### MINIMUM QUALIFICATIONS

- » BS/BA in Construction Management, Engineering, Architecture, or equivalent combination of education, training, and work history.
- » Proficiency with Microsoft Office suite is required.

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays, 401(k) Plan with company match, and a performance-based bonus program.

