

## CONCEPTUAL ESTIMATOR

Newkirk Novak Construction Partners is a Kansas City based provider of Construction Manager At-Risk, Construction Manager Agency, Design Build and General Contracting services to the Kansas City market. We are currently seeking an experienced Conceptual Estimator for our growing project backlog with our national client base. The continued satisfaction of our clients is a top priority. Our goal is to form excellent client, A/E, and subcontractor/supplier relationships through the daily tasks of our employees. Developing the skills to form these relationships is very important to our company.

### 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:

- Develop and lead detailed and timely conceptual budget and estimates through a collaborative process with clients, design team, project managers, and subcontractors 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 subcontractors to develop quantity takeoffs and pricing of scope. Verify with subcontractors prior to bidding the project schedule, manpower, and phasing requirements.
- Create and maintain subcontractor 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.
- Oversee and develop project estimators and estimator while reviewing and verifying accuracy of estimates.
- 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, Subcontractors, and Internal Team Members.
- Mentor, train, and develop less experienced associates.
- 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.

### EDUCATION AND EXPERIENCE

Bachelor's degree in Construction Management, Engineering or related work history is required. Applicants with a minimum of 5 years General Contracting Estimating experience will be considered.

Good working knowledge of MS Windows, Word, Excel, Project, Outlook and Bluebeam is required. Experience using Sage Timberline Project Management software is a plus.

### COMPENSATION

Newkirk Novak Construction Partners offers a competitive compensation and benefit package including Health, Dental, Vision, Disability Insurance, Paid Vacation, Holidays and SEP-IRA Plan with company match.

PLEASE SUBMIT RESUME TO [INFO@NEWKIRKNOVAK.COM](mailto:INFO@NEWKIRKNOVAK.COM)