

**ESTIMATOR****Department:** Construction  
**Classification:** Salary  
**Revised:** May, 2021**Reports to:** Construction Manager  
**Location:** Richmond, ME**Position Overview:**

The primary function of this position is to price for bidding, all types of heavy/highway construction projects for public and private sector bids. This person will be responsible for quantity takeoff, pricing, completing bid forms, writing proposals, generate project budgets and other duties as assigned by the Construction Manager This position has growth potential.

**Essential Duties and Responsibilities:**

- Obtain bid packages from various public and private sources.
- Complete quantity takeoff necessary to check and price work.
- Accurately, completely, and timely calculate costs to perform all phases of construction.
- Travel to potential construction sites as necessary to become familiar with project requirements.
- Maintain professional, effective, and efficient communication with customers, engineers, contractors, highway superintendents and coworkers.
- Ensure bid documents delivered on time and complete in form.
- Solicit, compile and evaluate subcontractor and vendor pricing as required.
- Other duties as assigned.

**Work Conditions**

Incumbent must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands, reach with hands and arms, handle, feel, talk, see and listen. The employee must be able to push levers forward and backwards. The employee is occasionally required to stand, walk, climb stairs, stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.

**Other Accountabilities/Responsibilities:**

Performs related and unrelated duties as may be required.



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**Education/Experience Required:**

A Bachelor's degree preferred but not required and 8+ years of professional experience in estimating with a heavy/highway construction background. Must have a firm understanding of MaineDOT specifications, the ability to read and understand plans, perform field measurements, and quantify takeoffs. Working knowledge of Microsoft Office software and Bid2win estimating software desired. Must possess strong written and oral communication skills.

**Supervisory Scope:**

None.

**Independent Action:**

Performs work independently within scope of established guidelines and practices.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.