

# DORAN

**Job Title:** Construction Estimator

## **Company Description**

As one of the fastest-growing real estate and construction companies in the Upper Midwest, Doran Companies prides itself on our quality of work, our dedication to clients, and our breadth of experience. Whether it's a historic renovation, a large-scale shopping center, luxury residential development, our standard for excellence never wavers. Through hard work, integrity, and dedication to clients we have created repeat customers, been recognized numerous times, and developed strong relationships with the communities in which we work.

## **Summary**

The Estimator will assist the Vice President of Preconstruction, the CEO and Project Teams with preconstruction services which includes the preparation of estimates, subcontractor proposal and bid review, document and constructability review, value engineering, analysis and comparisons, historical evaluations, and procurement. You will work with design teams and clients to keep projects on budget by providing estimating support throughout the design phase of a project.

## **Position Description**

- Analyze blueprints and other documents and prepare detailed cost estimates by performing necessary take-offs and using appropriate unit costs.
- Develop conceptual and feasibility cost model estimates utilizing historic benchmarking information and industry experience.
- Obtain accurate and up to date pricing information from databases, subcontractors and suppliers to develop accurate estimates.
- Perform necessary solicitation of subcontractors to obtain bids for assigned projects.
- Evaluate changes and directives that require a change in cost, scope, time, means and methods or design.
- Identify value engineering ideas when required.
- Prepare estimates for alternates and value engineering options as necessary.
- Obtain and evaluate bids from various subcontractors, vendors and suppliers and identify qualified bidders. Develop bid tabulations to summarize bids received.
- Develop indirect cost estimates/proposals for General Conditions, General Requirements, Fees, Permits, etc. on negotiated and hard bid projects.
- Resolve cost discrepancies by collecting and analyzing information.
- Prepare the required documents and reports by collecting, analyzing, and summarizing information and trends. Prepare cost reconciliation between two or more estimates, and explain variances.
- Coordinate with operations staff teams to ensure estimates and assumptions meet project requirements.
- Maintain Project Cost History.

## **Qualifications**

### **Basic Qualifications:**

1. Bachelor's degree in one of the following: Construction Engineering, Civil Engineering, Architectural Engineering, Construction Management, or equivalent preferred or equal experience.
2. Must be able to read and interpret construction drawings and specifications.
3. Computer skills in Microsoft Office, and pertinent web application skills.
4. The knowledge to use or ability to learn PlanSwift, Bluebeam, GradeBeam, and Navisworks.
5. Must have a minimum of 2 – 10 years of construction estimating or related experience. Experience with the design-build process is preferred.
6. Valid driver's license is required.

### **Preferred Qualifications:**

1. Ability to establish strong, long-term business relationships.
2. Excellent project management, organizational, and analytical skills.
3. Effective problem-solving and mediation skills.
4. Excellent interpersonal, verbal and written communication skills.
5. Demonstrated ability to share skills and knowledge with others.
6. Must be open to change based on diverse input and feedback.
7. Ability to adapt communication style to the speaker and possess a high degree of active listening skills.
8. Ability to interpret and communicate Doran Companies' policies.
9. Strong teamwork orientation.
10. Positive attitude and professional customer service skills.
11. Detail orientation sufficient to organize and manage multiple project and team members.
12. Candidates must be legally authorized to work in the U.S. and must not require sponsorship for employment visa status now or in the future (e.g. H1-B status).

## **Additional Details**

1. Doran Companies is an Equal Employment Opportunity and Affirmative Action Employer.
2. Currency: USD
3. Amount of Travel: Minimal Travel