

# STRATHMEYER

## L A N D S C A P E

### Job Description

**Job Title:** Commercial Estimator

**Position Description:**

**Job Summary**

This position's accountabilities include but may not be limited to business development, client engagement, budget development/submission, detailed and comprehensive quantity takeoff, accurate cost evaluation, subcontractor/supplier bid solicitation, subcontractor/supplier scope/qualification/cost evaluation, risk evaluation, and bid submission. Our Team Members understand, agree to, and implement Strathmeyer Landscape's Vision Statement and Core Values.

**Duties and Responsibilities**

- Review and evaluate all phases of the bid – i.e. scope, specifications, pre-qualifications, plans, drawings, blue prints, site maps etc.
- Submits all bids accurately and on time – no exceptions.
- Completes all necessary paperwork/document for the project – i.e. internal and external.
- Communicate timelines, addenda and other bid information to Operations Team effectively and timely.
- Consistently follows up on submitted bids and proposals with Contractors and Clients
- Review project specific specifications and prepare follow-up questions and responses
- Prepares a complete estimate of all associate costs and submits for review and approval as required
- Follows up regularly with both internal and external client on bid status
- Review all final client documentation to ensure it is complete, accurate and represents the scope that was bid
- Upon sale and closing of projects ensures all internal teams have the necessary knowledge, information and tools to begin processing and scheduling work
- Continually network for the company and attend business functions as required

**Skill-set, Experience and Knowledge**

- Able to work various software programs – i.e. Microsoft Excel, Word, PowerPoint, Outlook, Google Earth, Blue Beam and Map Point
- Ability to handle complex bids
- Excellent math skills
- Excellent communication skills both written and verbal
- Ability to resolve issues timely and accurately
- Confident in abilities to interact with people of all personalities

# Strathmeyer – Commerical Estimator

## **Skill-set, Experience and Knowledge, cont'd**

- Highly developed organizational skills and demonstrated ability to multi-task and manage multiple projects and priorities simultaneously
- Knowledge of inspection techniques and procedures
- Knowledge of surveying and engineering principles
  
- Service industry experience a must – greens industry experience a plus (+)
- Knowledge of principles and practice of landscape design a plus
- Knowledge of cost and uses of materials in landscape design a plus
- Ability and willingness to work hours required to support the role of Commercial Estimator
- Excellent time management, leadership, efficiency and fundamental estimating skills

## **Educational and/or Experience:**

4 years field/office experience or Bachelor of Science in related field preferred