



SENIOR COMMERCIAL ESTIMATOR JOB DESCRIPTION

Dale Gruber Construction is an established general contractor in St. Cloud, MN. We're looking for a detail oriented and motivated individual for our Estimator position in our Commercial Division. We specialize in light commercial construction and remodeling – tenant improvements, design-build and commercial remodeling. The ideal candidate will have strong commercial estimating experience and the ability to manage projects as needed.

RESPONSIBILITIES:

- Manage commercial projects from initial conversation to project completion with emphasis on estimating.
- Perform quantity take offs and estimates, solicit bidders and work with subcontractors and vendors on material sourcing.
- Meet with customers, write up details of projects, bring back to office to draw up the plans, write up an estimate, and figure out whatever the customer needs.
- Review project plans/specifications and prepare bid proposals.
- Create project schedule and ensure project progresses according to schedule.
- Manage site work logistics effectively and efficiently.
- Communicate effectively with construction team members, subcontractors and vendors.
- Keep in contact with the field personnel as needed for a clear interpretation of the building plans, specifications, etc. and to answer any questions or doubts about proceeding with the work.
- Review the daily/weekly schedule and check-in with the field personnel to keep work progressing on time.
- Check all your work for accuracy, spelling and compliance with plans, specs, and change orders.
- Recommend cost saving measures, minimize incidental expenses and provide input on how to be more efficient.
- Represent the company well by establishing good relationships with employees, clients, subcontractors and vendors.
- Ability to review estimates and work on other team members and provide support.
- Fill out time cards with the correct codes and proper information at the end of each day.



REQUIREMENTS:

- High school diploma or GED.
- Degree (2 or 4) in Architectural Construction or equivalent.
- Minimum of 10 years of experience in estimating and managing commercial construction and remodeling projects.
- Experience with tenant improvement, design build and light commercial remodeling projects.
- 1-2 years of experience in drafting software – REVIT, DATA CAD or equivalent.
- Must be fluent in Microsoft Word, Excel and Outlook.
- Strong verbal and written communication skills.
- Ability to work under pressure and make effective decisions.
- Strong leadership, problem solving and teamwork skills.
- Positive attitude and professional customer service skills.
- Must have a valid drivers license and be insurable per insurance company underwriting requirements.
- Subject to passing pre-employment drug test and DOT exam.
- Must be at least 18 years old.

PERFORMANCE MEASUREMENT:

Remember that the company's main values – Integrity, Pride, Legacy, Teamwork

- Provide complete error free estimates, drawings, or whatever the project needs so jobs are done right and on time or ahead of schedule and at or below the estimated amount.
- Successfully maintain client and vendor communication and relations throughout the entire project.
- Work together as a team with all company personnel.
- Perform any other duties or task as assigned.

HOW TO APPLY:

Complete the career form on our website or send your resume or message to rachel@dalegruberconstruction.com with the following information:

1. Which position you are applying for
2. Why you want to join the Dale Gruber Construction team
3. Your relevant skills and experience

