



**JOB TITLE:** Estimator

<b>GENERAL DESCRIPTION</b>	
<p>The Estimator is responsible for the overall takeoff and pricing for sealants and associated work within the sealants division. This person is responsible for project leads, business development, budgeting, estimates in and outside of Wells Concrete and reports directly to the Director of Sales and Estimating.</p>	
<b>ESSENTIAL FUNCTIONS AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>- Follow/Abide by all company policies.</li> <li>- Read &amp; interpret plans and specifications &amp; communicate the work plan to the crew</li> <li>- Utilize tools for project leads such as builders' exchanges, construct connect, etc.</li> <li>- Perform takeoffs for projects in sealants, waterproofing and fire stopping.</li> <li>- Develop tracking mechanisms for project cost estimates to use for historical costs.</li> <li>- Analysis of job costs and resources on projects</li> <li>- Estimate necessary construction equipment &amp; materials to complete the project</li> <li>- Job setup process internally with accounting</li> <li>- Establish scope of work and sequence for each job</li> <li>- Assist in building scopes of work outside of Wells Concrete jobs. (Waterproofing/Firestopping)</li> <li>- Visit existing Wells Jobs/Clients for building restoration/re-caulk needs.</li> <li>- Build relationships with architects, contractors and materials suppliers.</li> <li>- Develop expertise in new scope areas of the Sealants and Restoration Group</li> <li>- Complete special projects as requested and performs other duties as assigned</li> </ul>	
<b>KNOWLEDGE SKILLS AND ABILITIES REQUIRED</b>	
<ul style="list-style-type: none"> <li>- Must have interpersonal communication skills to interact with co-workers, supervisors, and managers.</li> <li>- Experience with Microsoft Office</li> <li>- Must be able to solve problems quickly and efficiently.</li> <li>- Large and complex project experience preferred</li> <li>- Must carry in a professional manner at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to work with others to get tasks completed efficiently.</li> <li>- Must be motivated and self-driven to complete a task.</li> <li>- Knowledge of means/methods used in sealants and waterproofing.</li> <li>- Understand and accepts changes that are implemented to become Best-in-Class.</li> <li>- Must be able to lead a team with respect and dignity.</li> </ul>
<b>EDUCATION AND EXPERIENCE REQUIREMENTS</b>	<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>- High School Diploma or GED</li> <li>- Bachelor's Degree in Engineering or Construction Management preferred</li> </ul>	<ul style="list-style-type: none"> <li>- Moderate to high risk of exposure to unusual elements.</li> <li>- Moderate to high risk of safety precautions.</li> <li>- Moderate to high exposure to jobsite environment.</li> </ul>

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.



Wells is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, gender identity, disability, or protected Veteran status.