



## Construction Cost Estimator (CCE)

### Job Summary:

Reporting to the Director of Construction (DC), the Construction Cost Estimator (CCE) is responsible for preparing cost estimates for commercial construction bidding purposes. Estimators are responsible for analyzing plans, specifications and other contract documents to prepare clear, concise scopes of work and detailed estimates as an active team member of Camson's team.

### Duties & Responsibilities:

- Obtain accurate and up to date pricing information from databases, subcontractors, suppliers, etc. to utilize in estimates
- Review and finalize pricing to reflect current market conditions and specific project logistics, comparing historic benchmark cost information and comparing budgets to bids to highlight and explain variances
- Work with an energetic team of construction professionals to interpret project documents and preparing clear, complete and competitive budgets, bids and value engineering
- work with a team of construction professionals to interpret project documents and preparing clear, complete and competitive budgets, bids and value engineering and deliver exceptional customer service to team members, clients and vendors
- Manage subcontractor relationships in a challenging and fast paced environment

### Skills & Qualifications

- High school diploma required, four-year degree from an accredited university within the construction, engineering, or business concentrations strongly preferred
- 3-5 years' experience minimum in commercial construction, including experience with competitive bidding, detailed budgeting and quantity take-offs
- Excellent written and verbal communication skills, including ability to present complex information in a clear and concise manner
- Ability to organize necessary resources; including people, tools and time to meet tight deadlines and achieve desired results
- Working knowledge of current market conditions including pricing conventions and trends
- Consistent attention to details with the ability to identify discrepancies
- Proficient in Microsoft Excel and strong computer skills with a variety of software packages
- Ability to prioritize and manage multiple projects concurrently
- Must be self-motivated and punctual
- Must demonstrate a strong ability to communicate clearly, concisely, and professionally
- Demonstrate a positive attitude
- Organize and manage tasks and priorities
- Create and maintain relationships with colleagues, clients, subcontractors, and vendors

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