

Hubble Group, Inc.
Position Description

Job Title: Estimator
Department: Estimating - Operations
Reports To: Estimating Manager
Status: Full-time, Exempt
Location: Meridian, Idaho

JOB SUMMARY

Supports the Estimating department by preparing, maintaining, and reporting residential construction quantity information.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- **PREPARE QUANTITY ESTIMATES**
 - Performs and maintains accurate quantity take-offs for all plans, elevations and options.
 - Creates and maintains accurate product and service database for budgets and purchase orders.
 - Monitors and ensures accuracy of quantity quotes submitted by vendors and subcontractors.
 - Manage Community specific requirements, CC&R's, and other lot specific costs.
 - Communicates and works with Purchasing Manager to organize and maintain bid documents, product, and service information including specifications and scopes of work.
 - Reports weekly progress to Estimating Manager.

- **PRODUCE ACCURATE BUDGETS**

Produce accurate budgets to ensure purchase orders accurately reflect what products and options are going into the house.

- **DATABASE MAINTENANCE**

Performs database maintenance to ensure accurate parts and assemblies.

- **QUALITY CONTROL**

Review showroom menu, plans and specifications, ACC submittals, purchase orders, sales contracts and addendums to ensure paperwork is correct, and homes are built correctly.

LIMITS OF AUTHORITY

Has the authority to create purchase orders and variance purchase orders.

RELATIONSHIP TO OTHERS

Reports directly to the Estimating Manager. Works regularly with the VP of Operations, Purchasing, Design, Scheduling and Construction.

EDUCATION and/or EXPERIENCE

- College Education in construction field is preferred.
- Experience in residential and/or commercial construction and subcontracting required.
- Experience in the estimating required.

OTHER QUALIFICATIONS

- Must possess strong problem solving, analysis & communication skills, as well as an attention to detail.
- Must have excellent computer, spreadsheet and Auto-cad skills.
- Ability to define problems, collect data, establish facts and draw conclusions.
- Ability to multi-task and work under pressure and tight deadlines.
- Ability to gain a broad-based understanding of the organization, business plans and visions of the company along with priorities of the President is imperative.
- Possess excellent written and oral communication skills. Exceptional interpersonal skills and ability to work closely and confidently with a wide variety of individuals.