



Guthrie
GLASS & METAL
THE BAUMGARDNER GROUP

ESTIMATOR

Job Description:

- Download and organize job files off Building Connected
- Create a new folder for the prospective project.
- Perform construction takeoffs of plans and drawings for these projects.
- Export takeoff summaries into an Excel spread sheet to then prepare an estimate.
- Request pricing from suppliers for various materials as specified in drawings and project manual.
- Annotate drawings and prepare RFI's for any unclear or missing information pertaining to finishes.
- Organize Building Connected job list depending on status of job.
- Draft proposal for finished estimates with detailed list of duties to be performed.
- Submit final proposals through Building Connected.
- Schedule follow up meetings with General Contractors to track status of submitted job proposals.
- Submit sample orders and transmittals to General Contractors upon request.
- Attend bi-weekly project management group meetings providing possible insight to team.
- Periodically visit on-going job sites.
- Create job tickets, including CAD files for fabrication shop.

Goals:

- Complete both introductory and intermediate online Auto CAD courses.
- Become more proficient in performing takeoffs on PlanSwift utilizing computerized shortcuts in the program's software.
- Become self-motivated in all aspects of bidding stages.
- Create a working relationship with both Suppliers and General Contractors.
- Become able to recognize the potential financial risks on projects.
- Have a general understanding of what's going on in the industry and the direction it is moving.