



JOB DESCRIPTION

SENIOR LANDSCAPE ESTIMATOR

Department: Estimating Department

Summary: In coordination with the Company President and Project Managers prepares thorough, accurate and timely estimates for both public and private sector projects.

Essential Duties and Responsibilities include the following:

- Preparation of bid documents, development of clear written proposals and correspondence
- Conduct Pre-bid Inspection with documented requirements
- Analyze designs and complete take-offs of project estimates
- Execution of Design Build and bid build protocols. Coordinate team attendance and input for company representation for compliance with customers request
- Manage DBE & DVBE policy and procedure, and become able to implement good faith effort/outreach program
- Maintain up to date bid board, complete pre-bid inspection sheet.
- Read and interpret plans and specifications as they pertain to building projects.
- Develop and implement marketing strategies aimed at attracting projects for the company.
- Be familiar with public works/agency policy, procedure, and specification requirements.
- Attend annual industry request meetings posed by agencies.
- Ability to prepare several projects concurrently.
- Attend Pre and Post construction and job analysis meetings.
- Initiates internal pre-construction meeting with project/ area managers, purchasing, & labor administration.
- Schedules and oversees budget concerns with Project Managers.
- Contacts subcontractors and suppliers to obtain quotes for inclusion in estimates, order project plans and specs
- Create and maintain estimating files and organization systems.
- Ability to effectively and expeditiously process change orders.
- Responsible for data updates into estimating program.
- Communicate progress on landscape projects to company management and field staff, participate in production improvement meetings.



- Submit and maintain equipment estimate budget to be used on bid preparation.
- Assist with information transfer to necessary departments.
- **Qualifications/Requirements:**
- Must be self-motivated with strong organizational skills
- Ability to work well under deadline pressure
- Must be detail orientated, with strong memorization skills
- Manage projects with minimal supervision
- Comply with all company policies and procedures and safety requirements
- Attend Safety meetings and participate in company improvements & training.
- Ability to process redundant tasks on a continual basis
- Thorough knowledge of Green book and Section 20, of Standard Plans and Provisions of Cal-Trans
- Familiarity with Estimate by B2W Software, Computer Ease, and proficient in Microsoft Office system (Word, Excel, Outlook)
- Excellent written and verbal communication skills, including telephone and electronic correspondence
- Able to work with management and other employees as a team player.

Education/Experience/Requirements:

- CE or CM certification or related degree required
- Minimum of 5 years of estimating and project management experience in a large-scale landscape operation and demonstrate knowledge and abilities, to include supervisory responsibilities
- Possesses a valid California Class C driver's license
- Pass a drug, DMV, E-Verify and requested background checks