



**CHIEF ESTIMATOR  
FULL-TIME  
GENERAL CONTRACTOR  
COMMERCIAL CONSTRUCTION**

**R. C. Stevens Construction Company** is the Southeast's construction industry leader in industrial process specializing in food/beverage, manufacturing, healthcare, and government markets. Incorporating our core values of quality, innovation, and integrity in all we do, we provide design-build services, general contracting, and construction management to our clients and partners. R. C. Stevens is a Cianbro Company. Cianbro is one of the highest-ranked contractors in the United States and is one of the largest open-shop, 100% employee-owned construction companies.

We are seeking a talented, experienced commercial general construction **Chief Estimator** who can enthusiastically engage clients, thrives on attention to detail, accuracy, and is responsible for preparing bids, planning, organizing, and scheduling work, and determining cost effectiveness. The ideal candidate will be goal and task-oriented, flexible, sociable, team player, called upon daily to cultivate existing and new client relationships as well as thrive in detailed takeoff work, quickly and accurately. As directed, respond to advertisements for projects to be bid on or negotiated based on company marketing objectives. This incumbent will lead the estimating team, working alongside Project Managers to provide a smooth transition on award projects and subcontract negotiation.

#### **JOB RESPONSIBILITIES**

- Aptitude for mathematics to quickly analyze, compare, and interpret information including unspecified info, then make concise and accurate judgments based on knowledge and experience to establish project timelines and budgets.
- Estimate and lead a team of Estimators responsible for preparing competitive bids using the familiarity with lump-sum, time and material; also, to solicit subcontractor bids, distribute plans to qualified bidders, follow up, and review of bids. Depending on the project's level of complexity may work independently or in a team environment.
- Track, forecast, and analyze blueprints, specifications, proposals, and other documentation to prepare time, costs, and labor estimates for new and renovation commercial construction projects or construction management services, applying knowledge of specialized methodologies, techniques, principals, or processes.
- Demonstrate extraordinary client and subcontractor relationship management throughout multiple, simultaneous short- and long-term projects while coordinating with others to execute work procedures.
- Prepares project budgets and assigns cost codes to subcontract and purchase orders.
- Consults and negotiates agreements with subcontractors and suppliers, prepares subcontractor and purchase order commitments.
- Select and maintain heavy contact and involvement with vendors and subcontractors throughout the bidding process, providing answers to scope questions.
- Strong communication and organizational skills to constantly communicate with professionalism in a clear and concise manner, internally and externally, with clients, our departments, as well as outside companies (suppliers, subcontractors, and other business partners) to work together to achieve project objectives from multiple sources.

## QUALIFICATIONS/REQUIREMENTS

- Bachelor's degree required in Building Construction, Civil Engineering, Construction Management, other construction-based educational programs for commercial construction projects, or relevant discipline preferred.
- Minimum of 10 years prior experience in a Lead Estimating position bidding projects ranging in value between \$500k up to \$25 million with varying complexity within the commercial construction industry, preferably a General Contractor within the state of Florida. Strong knowledge of Divisions 2 through 16, and quantity takeoff experience in Divisions 2, 3, 4, 6, 8, 9, and 10.
- Conceptual estimating is preferable. Must be able to visualize what will be required to construct a complete project using only schematic or conceptual drawings and relying upon one's experience to "fill in the gaps".
- Advanced proficiency using Bluebeam Revu (specifically design, markup, quantity, and cost estimate bid takeoff tools). Advanced proficiency (5+ years) using Procore Project Management, Sage 300 CRE, Sage Paperless Construction document storage software, DocuSign, and MS Office 365 (expert-level Excel preferred) with efficiency and accuracy expected. Preferably experience using BIM workflows including 2D and 3D proposal presentations as well as 4D animations. Knowledge of Asana project management software is preferred, but not required. Adaptable to new computer software and technology.
- Outgoing personality comfortable talking frequently with a variety of people characteristics and conducting presentation meetings such as with clients and architects, explaining scope and estimates during the initial schematic and design development phases of a project.
- A high level of judgment, integrity, flexibility, and credibility is critical for this position.
- A valid state driver's license and driving history that meets company standards is required.
- Must be able to travel (may include commercial flights) for training, bid meetings, or visits to construction job sites to observe work, take measurements, or perform other routine tasks.

*Cianbro is an employee-owned, tobacco-free, equal-opportunity employer, we do not discriminate based on marital status, race, color, creed, gender, sex, religion, national origin, gender identity, age, veteran status, union affiliation, physical or mental disability, citizenship status, sexual orientation, genetic information, or other legally protected status.*