

## Catalyst Construction Project Estimator Job Description

Catalyst Construction is seeking qualified candidates to fill the role of Project Estimator for commercial construction projects. Since starting the company in 2011, we have grown to a team of over 30 employees who enjoy working together with some amazing clients on unique and challenging projects. Culture at Catalyst is a primary focus and our employees will attest to the fact that we have an exceptional team. In addition to the quality of our team, we offer competitive compensation and benefits including vehicle, health insurance, 401k, paid time off, paid holidays, and many other perks. Qualified candidates should submit a cover letter and resume to [apply@catalystconstructs.com](mailto:apply@catalystconstructs.com).

At Catalyst Construction, our core values drive our operations. Employees need to share these values in order to enjoy their work and contribute to the success of our team. We strive for excellence in stewardship on behalf of the company and our clients. We value people and seek to deliver our services in a relational manner. Candidates must exhibit humility, hunger, and a team focus. We strive for high levels of client satisfaction, team health, and quality of work. All of these characteristics are essential regardless of the role an employee plays on our team. The following detailed job description explains the role of a Project Estimator at Catalyst.

Project Estimators at Catalyst are responsible for the overall success of the pre-construction planning, budgeting, estimating and procurement for each construction project they are assigned. The Project Estimator is primarily responsible for client communications, design development/management, budgeting, estimating, procurement, preliminary construction scheduling, job phasing and project buyout in conjunction with the Estimating & Project Management Team(s). Project Estimators at Catalyst primarily work in the main office. Project Estimators must possess strong organizational and communication skills and be able to relate well with all parties involved with the development of the assigned projects. They must also be proficient at multi-tasking and critical path task prioritization as their workload fluctuates and changes.

Catalyst Project Estimators prioritize client satisfaction. An effective Project Estimator learns the unique characteristics of each client and effectively caters to their needs and preferences in alignment with the Catalyst standard processes and the specific project constraints including programming needs, budget and schedule.

Catalyst has high expectations for employee professionalism. Project Estimators must look professional, be honest, have integrity, and assure that our projects are developed with a high degree of quality. Conversations and communications must be carried out in a respectful, appropriate, and professional manner. As the main point of contact for the project during the pre-construction phase, the Project Estimator must be approachable, organized, and able to collaborate with trade partners, the client, the architect, and the Catalyst Project Managers and Operations Team.

Project Estimators establish regular meetings with their clients and architect teams throughout the pre-construction phase. The Project Estimator leads these meetings for all Design/Build

projects where design progress, milestone schedule, changes, and budget are established, tracked and discussed.

Catalyst uses ProCore project management software, BlueBeam take-off software, Pipeline Suite ITB software & Excel estimating sheets on most of our projects. Project Estimators need to become proficient with the use of each of these programs for the ultimate success of their projects. Project Estimators lead the budgeting and estimating process and are expected to familiarize themselves with established Catalyst trade partner/supplier relationships and seek to grow existing and new relationships with vendors. Project Estimators are responsible for assigning scopes of work and writing all trade partner contracts and purchase orders to each vendor on their projects. Project Estimators will also be responsible for estimating Catalyst general conditions and Catalyst self-performance labor and materials on each projects they lead.

Project Estimators must be proficient at reading and understanding project documents. They need to understand architectural and structural details and become familiar with MEP details and systems. Project Estimators are responsible to perform constructability reviews throughout the design phase and make recommendations to the design team and the client regarding any potential value engineering solutions or design changes needed to correctly detail and/or clarify construction scopes of work for the ultimate success of the project.

The above description, while certainly not exhaustive, describes the major responsibilities of a Project Estimator at Catalyst. Project Estimators play an extremely important role in the success of our projects and the company as a whole and they are a valued part of our team. In addition to the hard skills noted above, the ideal candidate is someone who enjoys working together with a team of project estimators and providing vision, support and motivation to key parties so their projects stay on schedule and within budget.