



# Senior Estimator

## Job Description

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

The Senior Project Estimator plays a pivotal role in the pre-construction planning, budgeting, estimating, and procurement processes for projects. With a focus on delivering exceptional results, the Senior Project Estimator collaborates closely with project teams, ensuring adherence to schedules and budgets while providing experienced pre-construction leadership and support primarily on Design-Build projects. This role combines advanced technical expertise with strong interpersonal skills, presenting an exciting opportunity to tackle diverse challenges in a supportive, growth-oriented environment.

### **SENIOR ESTIMATOR QUALIFICATIONS:**

- Bachelor's degree in Construction Management, Engineering, or a related field.
- Minimum of 8 years of experience in commercial construction estimating, with a proven track record of managing complex projects.
- Advanced proficiency in project management software (e.g., ProCore), Blue Beam take-off software, Pipeline Suite ITB software, and Excel estimating tools.
- Exceptional written and verbal communication skills, with the ability to engage effectively with clients, architects, trade partners, and internal teams.
- Strong organizational skills, capable of multi-tasking and prioritizing critical tasks in a dynamic work environment.
- Professional demeanor, with a commitment to integrity and accountability.
- In-depth understanding of construction documents, including architectural, structural, and MEP (Mechanical, Electrical, Plumbing) specifications.
- Core Values Alignment:
  - Relational: Ability to build and maintain strong, positive relationships with team members, clients, and trade partners.
  - Intuitive: Keen sense of anticipating issues and needs, with a proactive approach to problem-solving.
  - Catalytic: Drive initiatives that create positive change and promote continuous improvement.
  - Responsible: Demonstrate accountability and ownership in all aspects of the role.
  - Improving: Commitment to personal and professional development, always seeking ways to enhance skills and knowledge.

## **SENIOR ESTIMATOR PRIMARY AREAS OF FOCUS:**

- **Project Budgeting and Estimating:** Lead the comprehensive budgeting and estimating processes, developing precise and competitive budgets & bids while managing project costs effectively.
- **Constructability Reviews:** Conduct thorough reviews of design documents throughout the Design-Build process & with Hard Bid projects to identify potential constructability issues and provide strategic recommendations for efficient coverage & construction practices.
- **Pre-Construction Planning:** Collaborate with project teams to create detailed preliminary construction schedules, phasing plans, and project buyout strategies, ensuring seamless execution.
- **Procurement:** Spearhead negotiations and finalize contracts with trade partners and vendors, ensuring optimal terms and conditions.
- **Client Communication and Satisfaction:** Cultivate strong relationships with clients to understand their unique needs, preferences, and budget constraints. Maintain proactive communication throughout the pre-construction phase, consistently exceeding client expectations.
- **Team Leadership and Collaboration:** Facilitate meetings and foster collaboration among internal and external stakeholders, motivating teams to stay on track and aligned with project goals.

## **SENIOR ESTIMATOR BENEFITS:**

- Competitive salary corresponding with experience.
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Participation in the company vehicle program with a monthly allowance to reduce personal vehicle expenses.
- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

## **SENIOR ESTIMATOR PHYSICAL DEMANDS:**

- Primarily sedentary work involving sitting for extended periods at a desk, using a computer, and handling documents.
- Frequent use of a computer keyboard and mouse.
- Must have close vision for reading detailed plans, blueprints, and computer screens.
- Ability to walk and stand for extended periods during site inspections. May involve climbing ladders or scaffolding to inspect elevated areas.
- Must be able to lift and carry up to 25 pounds, such as project plans, construction materials, or equipment.
- May be exposed to various weather conditions, noise, dust, and uneven terrain during site visits.
- Occasionally required to drive to different job sites and carry personal protective equipment (PPE).

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*