



Project 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 Project Estimator is responsible for assisting in the pre-construction planning, budgeting, estimating, and procurement for assigned projects. This position supports Project Teams in ensuring project success by maintaining schedules and budgets. It offers an opportunity to work within a supportive team environment on diverse and challenging commercial construction projects.

PROJECT ESTIMATOR QUALIFICATIONS:

- **Commercial Construction Experience:** Minimum of 3 years of experience in commercial construction, with a solid understanding of industry challenges and workflows.
- **Technical Proficiency:** Proficiency in construction management and estimating software, including Bluebeam, Procore, Microsoft Excel, and other tools. Willingness to learn additional platforms as needed.
- **Construction Knowledge:** Strong familiarity with construction documents, including architectural, structural, and MEP (Mechanical, Electrical, Plumbing) systems.
- **Communication Skills:** Effective written and verbal communication skills, with the ability to collaborate with clients, architects, trade partners, and internal teams.
- **Organizational Ability:** Proven ability to manage multiple tasks and priorities, maintaining accuracy and attention to detail in a dynamic environment.
- **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, specifically estimating tools and techniques.

PROJECT ESTIMATOR PRIMARY AREAS OF FOCUS:

1. Budgeting and Estimating:

- Assist in developing accurate project budgets and estimates for commercial construction projects.
- Review cost data and market conditions to ensure reliable forecasts.

2. Procurement and Trade Partner Coordination:

- Collaborate in soliciting, evaluating, and negotiating bids from trade partners and vendors.
- Build relationships with trade partners to ensure alignment with project goals.

3. Pre-Construction Support:

- Work with the Pre-Construction Manager to create preliminary construction schedules and project buyout strategies.
- Participate in constructability reviews to identify and address potential issues early in the process.

4. Project Contributions:

- Take ownership of specific estimating and pre-construction tasks, ensuring quality and timeliness.
- Address challenges by leveraging experience and industry knowledge.

5. Team Collaboration:

- Support and collaborate with junior estimators, sharing insights to enhance team performance.
- Actively participate in project meetings to align efforts and contribute to project success.

PROJECT ESTIMATOR BENEFITS:

- The competitive salary range for this position is \$55,000–\$90,000 annually. Compensation is determined based on skills & 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.

PROJECT 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.