

Senior Estimator – Houston, Texas

Welty Building Company is seeking to fill key field positions based out of our Houston, Texas office. Welty provides professional construction management services, specializing in Lean Construction, for clients in a variety of healthcare, commercial, education, energy and hospitality markets nationwide. With offices in Akron, Cleveland and Columbus, Ohio, Houston, Texas and Pittsburgh, Pennsylvania, Welty has been Enriching Lives through Great Buildings since 1945. Welty has had the distinction of creating some of the most prestigious community assets, including the world-renowned Goodyear® Tire & Rubber Company's new Global Headquarters, major renovations to the Pro Football Hall of Fame, Kay Jewelers Pavilion at Akron Children's Hospital, the FirstEnergy Transmission Control Center, Scioto Downs and many others. Learn more at: www.thinkwelty.com.

At Welty Building Company, we live our terminal values of **Family, Safety, Communications, Diplomacy, Prosperity and Personal Growth**. We bring a creative energy to our projects where every individual is an essential part of the team. The work we do is collaborative, with an entrepreneurial spirit, and opportunity for growth and improvement. With our cutting edge approach, we expand the boundaries of the way things have always been done in favor of innovation, and exceeding our client's expectations. Welty does much more than construct and build great projects and buildings, we build relationships – with our clients, employees and the communities they serve.

ROLE SUMMARY

The Senior Estimator will review and execute bids on multiple and/or more complex projects. This position will be responsible for all aspects of the estimating and bid process, from review of plans and specifications, to soliciting and negotiating prices from contractors and suppliers. All activities will be performed in support of the strategy, vision and values of Welty.

Autonomy & Decision Making: Makes decisions within defined limits of authority and consults supervisor on other decisions.

Career Path: Chief Estimator.

KEY ROLE RESPONSIBILITIES

- Prepares complex cost estimates for competitive bids and negotiated proposals for multiple projects.

- Prepares material and other costs summary for quotes from vendors.
- Tracks value creation items from development through inclusion and documents in project documentation.
- Recommendations to Award documentation
- Subcontract Agreement top sheets
- Develops and manages scopes of work for all trades, including responsibility matrix, distribution of plans and specifications, and pricing, bid solicitation and coordination for vendors and subcontractors.
- Utilizes knowledge of the project schedule and logistics in project estimates.
- Collaborates with operations to provide constructability and coordination reviews of project documents.
- Provides professional and comprehensive deliverables at the completion of each major estimate.
- Improves project profitability opportunities by applying thorough understanding of insurance structures, fees and rates.
- Completes review and execution of bid forms, bid bonds, etc. on bid projects including general requirements. Participates in and summarizes bid day activities.
- Applies knowledge of project schedule to preconstruction efforts.
- Applies knowledge of subcontractor market and how to prequalify subcontractors.
- Provides system analysis of building components and MEP systems and assists operations staff on project logistics, staging, phasing plans and coordination.
- Completes review and execution of bid forms, bid bonds, etc. on bid projects including general requirements. Participates in and summarizes bid day activities.
- Reviews financial risk to the company and ensures fee enhancements are within estimates, including contract risk. Partners with operations to assess and mitigate risk.
- Develops and maintains client and subcontractor relationships.
- Presents and sells estimates and proposals and participates in project procurement presentations.
- Coordinates feasibility studies on life-cycle costs of building systems.
- Leads efforts to assemble, analyze and store project cost history.
- Provides training and mentorship to others.

FISCAL RESPONSIBILITY

Assumes responsibility for day-to-day financial management of assigned scope of responsibility by understanding the budget process, accurately forecasting and limiting month-to-month fluctuations.

Maintains fiscal records and follows procedures to ensure effective and efficient operations.

Understands and manages project financial goals.

Proactively monitors and interprets ongoing financial performance and responds appropriately.

Makes operational decisions in light of broader financial goals and constraints.

INFLUENCING OTHERS

Inspires a sense of team in the work environment. Utilizes communication and conflict resolution skills to help foster teamwork and collaboration. Demonstrates a positive and professional attitude, maintaining composure under pressure.

Helps communicate and explain goals and encourages and motivates team performance and productivity in support of the supervisor's direction and leadership.

Reviews scheduling and work assignments to assist supervisor with effective resource management.

Provides on-the-job guidance and willingly shares subject matter expertise in order to support team member learning and development.

Demonstrates willingness and ability to work collaboratively and cross-functionally to obtain information or solve problems in support of the team's goals.

Demonstrates positive approaches to adapting to change. Supports corporate and work program change initiatives.

OTHER ROLE RESPONSIBILITIES

- Other duties as assigned.
- Conducts actions in a professional and unbiased manner.
- Complies with all company and site policies and best practice standards.

- Continuously develops proficiency and understanding in the role.
- Maintains a professional appearance and workspace.
- Participates in and complies with all company safety and quality programs and procedures.
- Utilizes relevant Welty technology to support all assigned responsibilities.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to perform work accurately and completely, and in a timely manner.
- Communication skills, verbal and written (Intermediate).
- Ability to conduct effective presentations.
- Proficiency in MS Office with emphasis on strong Excel skills (Intermediate).
- Ability to read and understand drawings and specifications (Advanced).
- Proficiency in construction estimating software (Advanced).
- Proficiency in required construction technology.
- Knowledge of the means and methods of construction management (Intermediate).
- Knowledge of field operations through project support.
- Ability to prepare quantity surveys.
- Knowledge of Lean process and philosophy.
- Knowledge of specific trades and scopes of work (Advanced).
- Knowledge of self-perform and labor productivity.
- Knowledge of MBE (minority business enterprise), WBE (women's business enterprise), and SBA (small business administration) regulations (Intermediate).
- Ability to develop General Requirement estimates.
- Ability to develop proficiency in Lens, Revit and/or ASE software.
- Ability to build relationships and collaborate within a team, internally and externally.

EDUCATION

- Bachelor's degree in construction management, engineering or related field (Required).
- In lieu of the above requirements, equivalent relevant experience will be considered.

EXPERIENCE

- 5+ years construction experience (Preferred).
- 5+ years estimating experience (Required).

Welty offers competitive compensation and benefits package. Interested candidates should send their resumes, along with contact information, in confidence to careers@thinkwelty.com

Welty Building Company Ltd. is an equal opportunity employer.