

Senior Estimator – Akron, Ohio

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, 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 Openness, Passion, Teamwork, Integrity, and Customer Centricity (OPTIC). 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.

We are currently seeking an experienced Senior Estimator who desires an exciting and challenging environment in Construction Management with an exciting opportunity for growth. We have an immediate opening in our Akron, Ohio office.

PREREQUISITES

Education

- Degreed in an engineering or management discipline or requisite years of experience.

Experience

- Minimum of ten years extensive estimating experience with a construction or engineering/ construction firm
- Must have had sole responsibility for preparing complete detailed estimates involving all divisions of work.

- Field experience is highly desirable
- Computer literacy in scheduling and spreadsheet applications mandatory. Use of Timberline is preferred

REPORTING AND COMMUNICATION

This position reports to the COO. The Senior Estimator routinely meets with the Estimators and other members of the operations department, the VP of Operations and the COO in the course of performing the duties associated with this position. The Senior Estimator is expected to participate in the development and implementation of the organizations course and direction. The Senior Estimator has specific responsibilities apart from those of the Estimators, however, both must work together to produce accurate, competitive, detailed estimates for management review.

PRIMARY FUNCTION

- Provide overall management and direction of all processes required for the preparation and submittal of competitive proposals to clients in our markets.
- Plan, coordinate, and supervise company estimating program providing technical and administrative direction to insure corporate objectives are met.
- Provide assistance to project managers as required for the change order process.

RESPONSIBILITIES

The Senior Estimator has sole responsibility for:

- Assuring a complete and accurate estimate is presented for management review.
- Assigning work within the estimating department, direct and review those assignments and be responsible for the accuracy and completeness of the work prior to management review.
- Participate in presentations to corporate management and Clients. May be responsible for closing the "sale".
- Provide technical assistance in negotiating contracts, change orders, etc. as required.

- Participate in pre-bid meetings, site visits and presentation meetings as required
- Read and be knowledgeable of the front end documents issued as part of the inquiry and advise management of any unusual terms or conditions contained therein.
- Particular attention must be given to the following documents: General and Special Conditions; Draft contracts; Damage clauses; Bond requirements; Insurance requirements; Permit requirements; Any language which creates an unusual liability outside the norm.
- Make certain all front end documents are sent to corporate for review by Legal.
- Become personally involved in the preparation of the Basis of Bid addressing any statements contained in the inquiry documents which convey unusual risk or liability and incorporating any comments resulting from the review by legal.
- Review the inquiry for compliance with schedule requirements; milestone dates and final completion date and advise management of our ability to perform within these time frames.
- Convey to senior management an assessment of any **unusual** risk associated with the project under review.
- See to the training and development of junior level estimators.
- Organize and maintain a database of historical costs to be used for budget estimates and price comparison.
- As workload dictates, become personally involved in the preparation of estimates.
- Review and incorporate historical data from purchase orders, subcontracts, productivity analysis reports, etc. into unit and man-hour figures.
- Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate.
- Provide complete conceptual (or bid work) and final estimating input on complex projects.

- Provide technical support to personnel preparing discipline estimates for assigned bids.
- Insure all working documents and data are maintained to back-up estimate figures.
- Assist contracting department during preparation of inquiries and final evaluation of submitted bids as required.
- Track awarded contracts as required - may include estimating/pricing extra work items, change orders, credit; procuring materials, etc.
- Perform additional assignments per supervisor's direction.

Welty offers competitive compensation and benefits package.

Interested candidates can send their resumes in confidence to careers@thinkwelty.com.

Welty Building Company Ltd. is an equal opportunity employer.