



Estimator – General Construction Division

ABOUT US:

J. Davis Construction is a full-service general contractor with an unlimited class license. We service the upstate of South Carolina, Northeast Georgia and Western North Carolina. We were voted one of the fastest growing companies in South Carolina in 2016 & 2017 by SC Biz. We were also voted one of the "Best Places to Work in South Carolina" in 2017. Our company is divided into three divisions: General Contracting, Industrial Service and Civil/Grading.

The General Construction Division is focused on being the premier general contractor in our service area. We pursue projects in the following sectors: Industrial, Amenities/Community, Higher Education/K-12, Commercial and Governmental.

POSITION SCOPE:

The Estimator is expected to manage the cost estimating portion of the preconstruction process. This requires an individual who has high attention to detail and delivers estimates with great accuracy in short timelines.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Develop Clear and accurate scope documents for Design/Build projects
- Perform quantity take-offs, analysis, estimates, and studies for all items incorporated in the assigned scope
- Take lead role in Lump Sum bids
- Review drawings, specifications and all other construction documents. Make senior management aware of design-related problems, completeness of documents and other potential risks
- Work in conjunction with Operations to ensure that detailed General Conditions/Requirement (GC/GRs) estimates are prepared, and review with others as needed
- Responsible for the value engineering process during preconstruction for the assigned projects
- Manage the Assistant Estimators, Preconstruction Assistants, and Preconstruction Interns
- Ensure strict adherence to safety, Quality, ethics and compliance requirements at all times
- Communicate and collaborate with Operations and Purchasing during preconstruction efforts
- Develop and enhance subcontractor and vendor relations
- Analyze and assemble cost data, unit prices, historical costs, and information that can be developed and used as a data base for future conceptual estimates.
- Evaluate and analyze subcontractor proposals

SKILLS & ABILITIES:

- Knowledge of building construction, materials, systems, market conditions, trade practices
- Must have conceptual ability to work with minimum information and quickly develop an understanding of the owner/architect requirements
- Should demonstrate imaginative, innovative and succinct approach to a project
- Complete knowledge of the estimating documents and the ability to provide accurate qualitative and quantitative analysis of the documents

- Must be computer literate with a working knowledge of Microsoft Office applications
 - Word, Excel, Outlook, Project
- Familiarity with construction project management software

J. DAVIS EMPLOYEE EXPECTATIONS:

- Ability to work independently and in teams
- Ability to work in a fast-paced environment
- Good interpersonal skills

REPORTS TO:

- Senior Pre-Construction Manager

SUPERVISORY RESPONSIBILITIES:

- None

EDUCATION AND WORK EXPERIENCE:

Required three (3) or more years' experience as an Estimator with previous experience in project management or field supervision.

Bachelor's degree in Construction Management, Building Construction or similar field is preferred.

Interested applicants should can apply online, <http://jdavisinc.com/careers/employment-application-form/>, or in person at our Westminster Office, 12245 S. Hwy 11, Westminster, SC 29693. Also, interested candidates may submit resumes by email to Russell Johnson, Resource Manager, rjohnson@jdavisinc.com.