

Job Description -Civil Engineer / Estimator

1.0 PURPOSE

- 1.1 The purpose of this operating procedure is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the Estimator of SMI SERVICES OF DELAWARE, LLC.

2.0 BASIC FUNCTION

- 2.1 Solicits new commercial customers and projects.
- 2.2 Analyzes blueprints, specifications, proposals, and other documentation to prepare time, cost, and labor estimates for products, projects, or services by performing the following duties.
- 2.3 Reviews data to determine material and labor requirements and prepares itemized lists.
- 2.4 Computes cost factors and prepares estimates used for management purposes such as planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors, and determining cost effectiveness.
- 2.5 Prepares and submits proposals to clients with the approval of the President.
- 2.6 Conducts special studies to develop and establish standard hour and related cost data or effect cost reductions.
- 2.7 Consults with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.

3.0 REPORTING RELATIONSHIPS

- 3.1 The Estimator reports directly to, and is fully accountable to, the Director of Operations (**DO**).
- 3.2 No position(s) report directly to the position of Estimator.

4.0 JOB REQUIREMENTS

- 4.1 To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements.

- 4.1.1 Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4.2 EDUCATION

- 4.2.1 Required: Trade or vocational program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
 - 4.2.2 Preferred: College or university program certificate; or four to six years related experience and/or training; or equivalent combination of education and experience.

4.3 LICENSING/REGISTRATION/CERTIFICATION

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4.3.1 Required: Valid Driver's License

4.3.2 Preferred: Valid Driver's License

4.4 EXPERIENCE

4.4.1 Required: Two or more years of experience as a construction estimator with onsite construction project experience on projects in excess of \$ 200,000.

4.4.2 Preferred: Five or more years of experience as a construction estimator in commercial construction on projects in excess of \$ 1,000,000 including all disciplines.

4.5 SKILLS, KNOWLEDGE, AND ABILITIES

4.5.1 LANGUAGE - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

4.5.1.1 Ability to write reports, business correspondence, and procedure manuals.

4.5.1.2 Ability to effectively present information and respond to questions from groups of managers, and customers. All in English.

4.5.2 MATHEMATICAL SKILLS - Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.

4.5.2.1 Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

4.5.2.2 Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

4.5.3 REASONING SKILLS - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

4.5.3.1 Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

4.5.3.2 Ability to respond to common inquiries or complaints from customers, vendors, regulatory agencies.

4.5.3.3 Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

4.5.3.4 Ability to define problems, collect data, establish facts, and draw valid conclusions.

4.5.3.5 Must be "alert", able to quickly, and appropriately, respond to various project related questions and customer inquiries.

4.5.3.6 Excellent knowledge of the Company's industry and trends impacting its business.

4.5.3.7 Ability to work with various computer software packages such as spreadsheets, databases, word processing, scheduling and other basic software programs in either Windows and/or DOS formats.

4.5.3.8 Ability to operate various office equipment such as copier, calculator, fax, phones, computers, etc.

4.5.3.9 Must have thorough understanding of civil engineering and construction terms and concepts.

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4.5.3.10 Must be able to negotiate with vendors, suppliers, and/or subcontractors as to price, schedule, and delivery requirements.

4.5.3.11 Must have the skills and knowledge to keep all lines of communication open within the office, commercial business sector, and community at large.

4.6 PHYSICAL DEMANDS

4.6.1 The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job

4.6.2 BODY POSITIONS: While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time. He/she may also be required to stand and/or walk for periods of time while completing other duties and responsibilities. He/she will also be required to talk and/or listen for prolonged periods of time, both on the telephone, mobile phone, and/or face to face.

4.6.3 BODY MOVEMENTS: The employee must have a full range of body movements including the use of his/her hands to finger, handle, and feel objects such as computer equipment and reports. The ability to bend the body, to reach for objects, and to stoop, kneel, crouch, climb, or balance when needed are also required.

4.6.4 BODY SENSES: The employee must have command of all five senses: sight, hearing, touch, smell and taste. Specific vision abilities required include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. These vision requirements in each area must be sufficient to shift in focus to judge spatial relationships at jobsites for example.

4.6.5 OTHER PHYSICAL REQUIREMENTS: Evening and/or early morning and/or weekend work may be required occasionally, to complete reports on a timely basis, to fulfill special project schedule requirements, and/or for special projects or meetings.

4.7 WORK ENVIRONMENT

4.7.1 This position will be working primarily indoors in a smoke free office environment; secondarily the employee may be required to visit the yard, and will also be required to visit project jobsites and meetings outside the office. From this movement, the employee will encounter varying weather conditions and temperatures. The normal auto travel hazards will apply. Travel may be in all types of weather including heavy rain, winds and/or snow.

4.7.2 The noise level in the work environment is usually moderate in the office, but can be higher in the yard and/or at jobsites and/or outdoors.

4.7.3 The employee may be exposed to dust, fumes, airborne particles, and/or chemicals when in the yard and/or outdoors at jobsites.

4.7.4 The employee may be exposed to work near moving mechanical parts or equipment in the yard and/or outdoors at jobsites.

4.7.5 The normal workday will be from 7:30 am to 4:30 pm. However, the hours may be longer when specific projects are due or for special functions; thus some extended schedules will be necessary.

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5.0 AUTHORITY

- 5.1 The Estimator is authorized to take any reasonable action necessary to carry out the responsibilities assigned so long as such action does not deviate from established corporate policy and is consistent with sound business judgment.

6.0 DUTIES AND RESPONSIBILITIES

- 6.1 Creating and maintaining a work environment that shows concern for the Company's people as much as for its property and promoting the autonomy and growth of each individual employee to the level of their capability
- 6.2 Making it understood that **THE CUSTOMER IS OUR FIRST PRIORITY** and that each employee is here to support that priority.
- 6.3 Ensure that all customer complaints are acted upon and the results are being monitored.
- 6.4 Identifies and solicits Requests for Proposals/Information for new customers and projects.
- 6.5 Attend pre-bid meetings and site visits prior to bid as required.
- 6.6 Sets up estimates on computer prior to bid.
- 6.7 Reviews drawings and specifications for projects to determine the entire scope of work required.
- 6.8 Performs take-offs of materials, subcontract work, and labor.
- 6.9 Pulls together all information and prepares final estimate for projects to establish budget costs and final bid price.
- 6.10 Prepares proposals for clients.
- 6.11 Attends pre-planning and pre-construction meetings for assigned awarded projects.
- 6.12 Obtains purchase orders from the customer for awarded project contracts.
- 6.13 Purchases materials for commercial projects.
- 6.14 Reviews all construction documents for changes from bid documents and prepares request for change order if applicable.
- 6.15 Prepare estimates/proposals as required for extra work and/or time and material billings.
- 6.16 Ensures the ethical and prudent operation of the Company with regard to assigned projects.
- 6.17 Maintains cordial customer, vendor, subcontractor, community, and public relations.
- 6.18 Submits various reports as required to the D.O. in an accurate and timely manner.
- 6.19 Keep updated on the events in the industry and the marketplace in order to take advantage of short and long-term opportunities.
- 6.20 Participate in and/or conduct the regular project status meetings.
- 6.21 Calculate gross margins for each assigned project and report to management.
- 6.22 Maintain project files in a neat and orderly manner.

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- 6.23** Any other duties and responsibilities and/or special projects that may be assigned by the President from time-to-time.

7.0 MEASURES OF PERFORMANCE

- 7.1** The Estimator of SMI SERVICES of DELAWARE, LLC. shall be deemed to be performing in an acceptable manner when the following have been accomplished:
- 7.1.1** The Company has been operating in an ethical and prudent manner.
 - 7.1.2** Follows the instructions/requests of the Director of Operations.
 - 7.1.3** Stays within or below the established budgeted expenses.
 - 7.1.4** Stays current with the trends in the industry.
 - 7.1.5** **CONSTANTLY STRIVING FOR TOTAL CUSTOMER SATISFACTION.**
 - 7.1.6** Meets or betters established deadlines and schedules.
 - 7.1.7** Prepared all required reports with a degree of timeliness and accuracy sufficient to meet approval by the President.
 - 7.1.8** All required information for invoicing is prepared and forwarded to the accounting on a regular and timely basis.
 - 7.1.9** All project files are complete, neat, and orderly.

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8.0 ACKNOWLEDGMENT

POSITION: Civil Engineer / Estimator

DATED: _____

I have **reviewed** and **understand** the above Job Description; believe it to be **accurate** and **complete**; and I can **successfully fulfill** each duty or task. I also agree that management retains the right to change this job description at any time. The Job Description is effective until revised and properly approved.

Engineer / Estimator

Date

President

Date