



## **Civil Estimator**

SMI Services, LLC. - Environmental Site Management – **Bowie, Maryland Office**

### **Prospective Manager**

SMI Services, LLC. Is committed to being a leader in providing Civil Environmental and Development Services to the MD, DC, VA, DE, and PA regions. Quality workmanship, customer satisfaction, workplace safety and commitment to our customers is our recipe for success. We are currently looking for an experienced Estimator to join our team.

Summary: This is an opportunity to help advance the course for an established, successful company's operations. The ideal candidate will have experience in estimating Civil Environmental Development involving all aspects of Commercial and Residential construction. The position will be responsible for all components of the estimate. This company offers a competitive salary and an excellent benefits package.

#### Essential Duties and Responsibilities:

- Reviews proposal specifications and drawings to determine scope of work and required contents of estimate.
- Prepares detailed estimates by calculating complete take-off of scope of work.
- Formulate cost proposal for customers.
- Maintains files of working documents as back-up for estimate figures, including current and accurate information on prices from suppliers.
- Be able to create cost budget analysis for job labor and materials to determine profitability.
- Coordinate to set up vendor/suppliers for material acquisition.
- Prepare final estimate summaries, analyzing each section for scope, pricing, and completeness.
- Maintain contract logs and project/customer contact database.
- Please see a detailed "Job Description" on our website at [www.smicompanies.net](http://www.smicompanies.net) .

#### Qualifications:

- Preferred bachelor's degree in Civil Estimating or Engineering.
- Minimum of 3-5 years estimator experience.
- Must be motivated, self-starter who can work without supervision.
- Track and anticipate upcoming bids.
- Well-rounded understanding of all aspects of Civil Construction.
- Superior communication and interpersonal skills required.
- Multi-task, bidding on more than one project at a time will be required.