BERGHAMMER CONSTRUCTION

Director of Estimating

Reports to: VP Preconstruction

Direct Reports: Senior Estimator, Estimator, Estimating Coordinator

Primary Qualifications

- Minimum 4-year degree in construction management, architecture, engineering or business
- Minimum 10 years construction-related work experience with a minimum of 8 years' experience estimating construction projects
- Knowledge of construction means and methods and production rates
- Strong leadership, management, interpersonal and negotiating skills
- Strong communications skills; ability to mentor others

Broad Goals

- Business development and sales – support securing new business and maintain current client relationships
- Proactively manage and develop estimating department and bidding processes
- Increase company profitability through effective / efficient practices in estimating and bidding
- Strategic planning and execution of estimating, project costing and preconstruction strategic initiatives
- Transfer the vision of image and culture from the executive management team to the project and field management groups
- Facilitator and provide mentorship to estimating and project management teams
- Be recognized by owners as a "go to" resource.

Responsibilities

Business Development and Sales – participate in responding to business opportunities through conceptual and detailed estimate preparation; identify value engineering opportunities; participate in client interviews.

Manage Estimating Department – maintain and continuously improve estimating department software, technology and databases, including crew make-up, production rates. Analyze final job costs and update estimating databases and/or advise field and project management groups as needed. Track and prioritize upcoming estimating department workload. Continuously improve interface of estimating with field, project management and sales groups. Work to maintain and improve subcontractor relationships. Mentor others in estimating procedures such as take-offs and construction methods. Delegate estimating activities. Lead the development of estimating standards and procedures and ensure compliance. Staff estimating department with qualified personnel. Estimating representative of the company's senior management group. Prepare monthly reports for the EMT. Review and approve department expenses and time off requests.

Estimating – perform conceptual and hard bid estimates, including take-offs and estimate presentations utilizing Excel, Destini Estimator (or other estimating software) and On-Screen Takeoff software. Prepare job cost structure for general conditions and self-performed portions of

all projects to reflect the best estimate of true anticipated project costs accurately. Review estimates by others.