



JOB DESCRIPTION: Estimating Specialist @ RENOVATO BUILDERS

(Revised May 2021)

OUR MISSION

Renovato Builders was created to develop enduring partnerships with Silicon Valley clients in need of construction management and general contracting expertise during all phases of a construction project. To achieve that goal, we offer a project delivery system that is efficient, effective, transparent, and quality-focused. The nexus of our delivery system is to identify clear objectives with input from all stakeholders, establish realistic expectations, and then strive to exceed those expectations.

When hired by Renovato Builders, you won't be just "another number". At our company, we take pride in hand-selecting our employees and consultants, and making sure they will become an essential part of the team while performing meaningful tasks. We are not a large corporation, so our team is very tightly knit and works through collaboration with each other. As a **Estimating Specialist**, you will:

- ❖ Interface with a wide variety of professionals and stakeholders including architects, consultants, owner representatives, subcontractors, suppliers, etc. Professional conduct and behavior is expected of all Renovato Builders employees.
- ❖ Perform a variety of estimating tasks including quantity take-offs, database input, preparation of bid documents for distribution to subcontractors, research of material costs, communication with suppliers.
- ❖ Attend pre-bid conferences for prospective projects with or without Project Manager. Take notes, ask questions, and review project scope with Project Manager.
- ❖ Conduct subcontractor pre-bid meetings and compare competitive bids on different scopes of work/trades.
- ❖ Prepare project proposals with Project Manager and other team members assigned to project during bidding stage.
- ❖ Understand client's goals and project's design intent.

What You'll Need to Succeed at this Role:

- ❖ Bachelor's degree (preferably in Civil Engineering, Construction Management, Architectural Engineering or Architecture) or equivalent experience.

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- ❖ A minimum of 3 years experience as an Estimating Specialist or equivalent.
- ❖ Working knowledge of design development, estimating, construction drawings, scheduling, costs and different project delivery systems.
- ❖ Strong computer skills with the ability to use MS Office with proficiency (Word, Excel, Outlook, PowerPoint).
- ❖ Estimating software user experience is preferred.
- ❖ Experience in using Red Team Software or equivalent is preferred.
- ❖ Possess high analytical skills, versatility, extreme organizational habits, and ability to handle multiple tasks simultaneously.
- ❖ Eagerness to learn new skills, team player attitude, and ability to work well with others.
- ❖ Ability to influence others to meet deadlines and accomplish required tasks, in a pleasant yet firm manner.
- ❖ Capacity to handle a demanding role with time sensitive deadlines, and ability to address multiple tasks concurrently in a timely fashion.

Renovato Builders is an ***Equal Opportunity Employer***. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

We look forward to having you become part of our great team at **RENOVATO BUILDERS!!**

Sincerely,



Leo Renovato
RENOVATO BUILDERS
CEO & President

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