

# JOB DESCRIPTION

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## Estimator Intern

### POSITION SUMMARY

Learns from and assists Preconstruction Team with preconstruction, estimating and bidding processes. Learns the subcontractor market and gains exposure to the estimating process. Assists with quantity take off, drawing distribution, and subcontractor phone calls and meetings.

### PRIMARY RESPONSIBILITIES

Follows standard MGC procedures and policies to accomplish the following:

#### Pre-Construction

- Gains exposure to the pre-construction process by collaborating with Project Managers and Estimators.
- Helps provide quantity updates on designed or identified items.
- Visits the project site and takes a detailed photographic review of the site and/or building.
- Takes notes of items of interest from the site visit and shares with the team.
- Calls suppliers and subcontractors to solicit participation in bidding on a project.

#### Bid Analysis

- Helps review scope of work from project team or bid documents to analyze subcontractor bids/proposals for completeness.
- Works with Lead Estimator to set up bid tab sheets for the subcontractor bid process.
- Helps ensure that materials are available for the project and included in bids by coordinating with subcontractor market and suppliers.
- Helps follow up with subcontractors prior to bidding to determine whether they are participating in the bid and to answer questions.

#### Schedule

- Assists Project Managers by developing quantities so they can create an accurate project schedule.

#### Quantity Take Off

- Learns sound fundamentals on conducting a quantity survey by working with the Lead Estimator.
- Learns and uses company software for quantity survey and keeps up with proper organization of associated electronic files.
- Helps review the complete set of documents (i.e. plans, specifications, addenda) for items to be quantified.
- Works with VDC department to provide quantity surveys.

#### Cost Estimating

- Gains exposure to material costs by working with vendors and suppliers on self-performed items.

#### Bid Administration

- Assists with reviewing and posting addendum to documents.

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## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Core Values: exhibits company's core values of Integrity, Performance, and Relationships.
- Teamwork Orientation: demonstrates a team approach and attitude
- Functional Knowledge: basic knowledge of how projects/buildings are built.
- Learning Attitude: ability to learn processes, computer applications, industry standards, and to continuously increase knowledge and abilities
- Ability to take Initiative/Responsibility
- Attention to Detail
- Analytical/Problem Solving Skills
- Organization/Planning/Time Management Skills
- Verbal and Written Communication Skills

## **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Completed sophomore year of bachelor's degree program in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Basic knowledge of personal computer and e-mail applications.
- Language Skills: Ability to read, analyze, and interpret contract documents, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of clients, subcontractors, or associates.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORKING CONDITIONS**

The position requires work in an office environment as well as visits to construction job sites.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. The job description is subject to change at any time.

Equal Opportunity Employer/Minorities/Females/Disabled/Veterans