



Job Title: Estimator	Estimator
Department:	Estimating
Job Grade/Level	
Position Supervisor:	Alex Arizpe
Reports to this Position:	N/A
Location:	Texas Timber Frames – Boerne, TX

Job Purpose/Summary:

Our company is currently in search of a highly-analytical and qualified Estimator to join our growing business. Your central goal will be to prepare accurate proposals and quotes for projects by gathering information, reading large drawing sets, checking important parameters, and conducting regular takeoffs of time and material.

The ideal candidate will be fluent in Revit / SketchUp / AutoCAD / Excel, with in-depth knowledge of 3D modeling methods and BIM estimation. In addition to being an excellent communicator, candidates should also be detail orientated with outstanding organizational skills. This person will work directly with sales, purchasing and our project management team.

Principal/Main Responsibilities and Tasks:

- Estimate both Residential and Commercial projects.
- Generate models or review architectural drawings to determine estimated amount of labor, material and installation cost.
- Review plans, specifications and addendums to ensure proposal satisfies project requirements.
- Coordinate and Communicate with project managers, manufacturing and purchasing for custom work and materials.
- Prepare project proposals per spec & identify alternate value engineering options.
- Draw 2D elevations & 3D scope renderings representative of proposals.
- Ability to meet hard deadlines on specific projects.
- Ability to multi-task with excellent follow-up skills and work efficiently under tight deadlines.
- Ability to document and report job progress clearly.
- Other duties as assigned.

Minimal Knowledge, Skills and Abilities Required:

- Bachelor's Degree in relevant field.
- Professional with a positive attitude
- Must be self-motivated and punctual.
- Detail-oriented with excellent analytic and problem-solving skills.



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- Ability to 3D Model accurately and quickly
- Ability to read Architectural/Structural plans and details.
- Strong written/verbal communication and customer service skills.
- Background in Building Construction, Construction Management, Architecture and/or Drafting.
- Must be able to lift up to 25 lbs.

Software Requirements:

- SketchUp
- Revit
- AutoCAD 2D & 3D
- Adobe PDF
- Microsoft Excel
- Microsoft Outlook

Employee Signature _____ Date _____

Manager/Supervisor Signature _____ Date _____