

## James G. Davis (DAVIS) Construction

### Sr. Estimating + Preconstruction Engineer

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[www.davisconstruction.com](http://www.davisconstruction.com).

The Senior Estimating + Preconstruction Engineer receives project plans and scope of work documentation, reviews them and prepares cost estimates that ensure the scope of work contained in the Request for Proposal has been covered. This position will assist with the project through completion and participate in a close-out meeting to ensure that feedback is reflected in future estimates.

### ESSENTIAL DUTIES + RESPONSIBILITIES

- Perform responsibilities with excellence in service, integrity and building relationships as exemplified in DAVIS core values
- Coordinate and assist the project team in establishing the project scope and standards of construction projects
- Distribute bid documents to ensure complete and competitive prices from subcontractors
- Gather, calculate and compile data for use in bid proposal estimates
- Review drawings for constructability
- Maintain Estimating database with current subcontractors
- Assist with the conceptual estimating, including quantity takeoffs
- Attend design meetings
- Build relationships with subcontractor and design team
- Perform other duties as assigned

### DAVIS COMMON ATTRIBUTES

- **SAFETY** – Consistently works within DAVIS safety standards; promotes safety as a priority with coworkers, subcontractors and external clients
- **TEAM COLLABORATION** – Works effectively within their own team and across the organization; promotes team atmosphere and culture; has a positive, *can do* attitude
- **COMMITMENT TO QUALITY** – Applies DAVIS standards to produce high quality work on a consistent basis; produces work that is accurate and reliable, actively demonstrates excellence in service; builds and maintains integrity as a core function of their job and in their relationships with others
- **CHAMPIONS DAVIS BUSINESS** – Consistently markets DAVIS business within the scope of their job; actively seeks and / or supports new business opportunities; actively builds relationships and encourages others to do the same

### KNOWLEDGE, EXPERIENCE + SPECIAL SKILLS

- Four (4) to ten (10) years of applicable industry experience
- Quantity take-off experience using “On Screen Take Off”
- Detailed scope writing experience (especially Divisions 3-14)
- Pricing experience

- Presentation experience
- Decision making, research and analytical problem solving skills
- Time management with the ability to organize, assess and prioritize multiple tasks, projects, and demands, and to work independently
- Possess strong verbal and written communication skills, and interact effectively at all levels within the organization
- MS Office – Microsoft Word, Excel, Power Point and Outlook experience
- Commercial construction industry experience
- Blueprint Reading experience
- Some experience as bid captain
- Bachelor's degree in a related field, preferred