



Estimator

About Hance Construction: Hance Construction is an award-winning, high-performance firm focused on creating tailored solutions that help our clients achieve their goals. Our process doesn't start with blue prints. It starts with asking the right questions and listening to our clients to ensure we understand the desired outcomes they wish to create with their buildings. With a specialty in metal buildings, Hance Construction has a 20-year history that has established it as a distinguished leader in the industry.

The Opportunity: Hance Construction is hiring an Estimator with a strong foundation in construction, a thirst for learning and the desire to take their knowledge to the next level. We have positioned ourselves for a great deal of growth and success in the next 5 years. If you are looking for a career that offers you challenge, growth, learning and a sense of team, we look forward to hearing from you.

A little about you ... OK, a lot about you! Our next estimator candidate has 5+ years of general construction estimating experience. You most likely have a bachelor's degree in ENGINEERING or CONSTRUCTION MANAGEMENT. If you have experience in estimating in the CANNABIS industry, that is a huge plus. You have worked with metal buildings before and may have some familiarity with the Butler Building System. You are PROACTIVE and rarely, if ever, let issues fester. In fact, you are usually way out in front of them. You are ORGANIZED to the point that your workspace is always clean and clear. Your COMMUNICATION skills are fine-tuned, and your speaking is clear and concise. You are DETAIL-ORIENTED, numbers proficient, and are very accurate. Your PAPERWORK is impeccable and is completed with precision, care and thoroughness. If and when you make a mistake, you always catch it when you double check your work. You have knowledge and a comfort level with PROCORE, Timberline, PlanGrid or some other project management SOFTWARE. Your ADMINISTRATIVE abilities and ability to COMPLETE ESTIMATES are so superior that you complete most of your estimates on-time or ahead of schedule. You are happy to spend most of your time at our newly renovated offices in Washington, NJ.

The Work at Hand: Well, if you have made it this far, we might as well tell you a bit about what you will be doing, and hopefully loving, each day.

Basic Function:

1. Use a variety of estimating methods ranging from conceptual estimating to lump sum bidding on completed documents.

2. Work with the operations team for logistics and scheduling, engage the subcontractor market, and participate in group presentations to owners.

Job Responsibilities & Duties

- Initially shadow and work as an assistant to our senior estimator to learn the Butler side of the business.
 - Learn how to estimate Butler projects using Butler software (training and support provided)
- Knowledge of Sage is a plus.
- Responsible for assisting in project management and pre construction oversight.
- Review plans and architectural drawings; prepare quantity take-offs on assigned projects.
- Ensure a complete review of plans and drawings for negotiated work. Identify items that have been omitted and ensure appropriate accounting for such items in overall estimate package that represents the full scope of the project.
- Share information about reliable subcontractors and suppliers with other estimators, team members, and those who need to know.
- Solicit subcontractor bids for assigned projects.
- Produce estimates from concept through GMP, including purchasing.
- Maintain current information on trends in and changes to existing construction codes in order to ensure complete bids from subcontractors and material suppliers.
- Use appropriate software programs to calculate, record and track estimates.
- Maintain and update skills on software programs in order to provide optimal job performance.
- Attend client meetings as necessary to discuss estimates, answer questions and resolve any issues regarding pricing and estimates.
- Maintain relationships and ensure client satisfaction on all projects.
- Provide other services as directed, including change order pricing, site visits, bid delivery, etc.
- Review data to determine material and labor requirements and prepare itemized lists.
- Compute cost factors and prepare estimates to assist in planning, organizing, and scheduling work; preparing bids; selecting vendors or subcontractors; and determining cost effectiveness.
- Conduct studies to develop and establish standard hour and related cost data or effect cost reductions.
- Consult with clients, vendors, and others to discuss and formulate estimates and resolve issues.
- Work with other team members in the organization to obtain support and commitment to the cost estimates.
- Organize and/or manage a centralized cost estimating database and a formal process to support cost estimating to ensure historical data is referenced and used.
- Analyze completed projects to compare estimated costs to actual costs and determine the reason for any discrepancies.
- Recommend improvements to cost estimating procedures to reduce future discrepancies between estimated and actual costs.
- Identify cost trends to assist management in cost reduction and process improvement efforts.
- Coordinate meetings with other team members, including scheduling and general conditions
- Develop and maintain effective working relationships.