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ESTIMATOR

REPORTING LINES

The Estimator reports directly to the Director of Project Management/Estimating but works closely with all employees within all divisions of the company.

Responsibilities

- Analyze and evaluate bid documents, including drawings, specifications, and addenda, to develop accurate proposals
- Perform detailed take-offs for labor, materials, and equipment with a high level of accuracy and efficiency
- Request vendor pricing as necessary
- Collaborate with project managers, engineers, and operations teams to validate assumptions, means and methods, and project approach
- Lead or support the preparation of comprehensive proposals for a variety of environmental remediation and construction projects
- Assist in developing bid strategies and identifying value engineering opportunities
- Track and manage multiple bids simultaneously, ensuring all deadlines are met
- Support business development efforts by identifying and pursuing potential bidding opportunities
- Maintain organized documentation of bid files and pricing
- Data entry
- Other duties as assigned

Required Qualifications

- B.S. Geology, Civil or Environmental Engineering, Environmental Science, Construction Management or equivalent
- 3+ years of experience in construction estimating, preferably within environmental, civil, or remediation projects. Experience in dewatering and water treatment is a plus.
- Strong ability to read and understand construction drawings and specifications
- Proven experience performing detailed take-offs and preparing proposals
- Technical/Proposal writing
- Proficiency in Microsoft Excel and Word
- Excellent analytical, organizational, communication and multitasking skills
- Working knowledge of permitting requirements and environmental regulations
- Ability to work independently, manage time effectively and meet strict deadlines in a fast-paced environment
- Possess valid driver's license and good driving record
- Flexible schedule and ability to work long hours as well as hours outside of the normal work day
- Experience interfacing with clients, potential clients and vendors

Preferred Qualifications

- Experience in preparing comprehensive, detailed and accurate proposals/cost estimates
- Ability to review and interpret soil and groundwater analytical data is a plus
- Ability to review and interpret geotechnical data is a plus
- Knowledge of Federal and State Regulations (MA, RI, NH, CT, VT, ME) is a plus
- OSHA 40 HAZWOPER and OSHA 10 Construction Safety Training

Personal Attributes and Traits

- Self-motivated, dependable and detail oriented
- Able to effectively prioritize work and contribute to project teams
- Excellent time management skills
- Excellent verbal/written communication skills
- Professional work ethic

Physical Demands

The Estimator position is a primarily an office-based position. Occasional travel may be required as part of this position. With or without reasonable accommodation, employees may be required to perform the following activities:

- Operating heavy machinery (ie. forklift, lull)
- Frequently required to walk or climb stairs
- Climb a ladder
- Handle large items
- Lift and/or move equipment weighing up to 50 pounds

Compensation and Benefits

The company pays competitive salaries and provides health, dental, 401K with company contribution, profit sharing plan, paid holidays, and paid time off. This is a full-time, exempt position. The location of the job is at LRT's main office in Leominster, MA.