



### **Job Description – Estimator**

SEMS Inc. is seeking an experienced **Estimator** to join our team. SEMS is an Environmental Management Firm with a multi-discipline approach to offer our clients environmental engineering, environmental construction, demolition, and remediation services. SEMS provides turnkey solutions to complex problems.

### **Required skills & experience:**

- Minimum of 5 years' related work experience in the estimating of remediation, engineering, and industrial projects
- Organized, motivated, detail-oriented, and driven
- Excellent technical writing and communication skills
- Knowledgeable in all aspects of estimating public and private projects
- Strong leadership skills to develop, guide, and motivate the estimating team
- Strong time management skills/determination to compile and complete bids in timely manner
- Strong computer skills: Excel, Bluebeam, Word, etc.
- Positive attitude, determined to continuously improve

### **Responsibilities:**

- Solicit work, gather all details about each project, make sure all prequalification are met and/or submit any necessary paperwork to become qualified
- Examine & thoroughly understand plans and specifications, detect inconsistencies & errors / create RFI's / perform Take-Offs
- Refine SEMS' processes and procedures to streamline estimating efforts and improve efficiency
- Create comprehensive bid packages for subcontractors & vendors
- Prepare proposals as well as bids for all incoming RFPs
- Complete cost portion of bid using Microsoft excel or other estimating software
- Manage client relationships and expectations by providing direct support and completion
- Assist in developing and supporting the proposal response which includes writing work plans, schedule development, and other technical response
- Perform comparisons of scope, quantities, and cost data between projects
- Respond to subcontractor and management questions regarding costs
- Coordinate with management on cost estimates and project changes
- Manage multiple simultaneous estimation projects with consistent on-time delivery
- Assisting with management of construction projects from pre-bid pricing/cost estimating phase (via blueprint drawing analysis/take-off & field assessment) to post-remediation/demolition phases
- Managing incoming/ outgoing blueprint drawings and maintain appropriate logs for all projects