

Estimator

Reports to Estimating Director

FLSA: Exempt

Role: Support Services

Location: Snohomish, WA

Snyder Roofing of Washington LLC seeks a self-motivated, results focused Estimator to join our growing team. Successful candidates will have a professional attitude and thrive in a fast-paced environment. We are looking for someone that thrives in improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies. The Estimator is responsible for estimating, project management, safety of personnel, profitability and execution of direction provided by the Estimating Director.

*****Qualified candidates must be experienced in commercial roofing estimating*****

Essential Job Responsibilities (include but not limited to):

- Meet sales and performance goals. Responsible for covering workload.
- Responsible for Edge training and implementation.
- Estimating of assigned projects and responsible for budgets.
- Responsible for roof system design, VE estimating, estimating (jobs).
- Build and maintain customer relationships.
- Review and judge subcontractors' bid proposals.
- Review plans and specifications and coordinate sub work scope.
- Review incoming contracts and applicable scopes of work.
- Conduct pre-bid walks.
- Provide necessary training.
- Must respond to emails and phone calls in a timely manner. Responsible for architect and sub (bid) correspondence.
- Organization, construction and completion of job set-up packets/paperwork; including writing of purchase orders and work orders (when managing own project).
- Schedule and lead job awareness meeting at time of job set-up.
- Responsible for job write-ups and job transfers.
- Monitor physical progress and financial performance of projects.
- Conduct labor and project projections (when managing own project).
- Review and respond to RFI's, ASI's, and other project design updates.
- Formulate change order estimates.
- Review safety plans with EHS and ensure the safety of field personnel. Responsible for safety audits and safety set up (at bid).
- Review punch list and project close-out.
- Attend scheduling meetings, staff meetings, evening meetings, safety meetings and estimator meetings.
- Understanding of and commitment to customer service and Snyder's core values.

Education/Requirements:

- Bachelor's Degree in business, management or other related field is highly preferred.
- Equivalent work experience is acceptable in lieu of college education.
- 3-5+ years' industry knowledge and experience.
- 3-5+ years' experience working in an Estimator capacity.
- 2-3+ years' experience managing a small to mid-sized team.

Skills/Knowledge/Abilities Required:

- Qualified candidate will benefit from having experience with Edge estimating software.
- Effective leadership skills that include inspiring and mentoring a team.
- Desire to mentor and develop a team.

- Provide exceptional customer service. Must maintain professionalism and a positive service attitude.
- Read and analyze plans and specifications.
- Technical understanding of the products and installation procedures.
- Ability to operate within the accounting software.
- Microsoft Office, Viewpoint, RoofCAD.
- Basic contract knowledge.
- Understanding of performance metrics of estimating team.
- Understanding of production and production metrics of field teams.
- Problem solving/analysis and collaboration skills.
- Manage Company and customer demands.
- Technical and mathematical capacity.
- Excellent research skills and detail orientated. Sharp listening skills and a critical thinker.
- Excellent interpersonal skills and the ability to work well in a team environment and as an individual.
- Present an attitude of professionalism, honesty and integrity.
- Confident and personable. Ability to self-motivate with an excellent sense of personal accountability.
- Excellent verbal and written communication and presentation skills.
- Exceptional problem-solving skills.
- Ability to work under pressure and multi-task in a fast-paced environment.

Benefits

Our competitive benefit package includes: PTO, paid holidays, medical/dental/vision coverage (following waiting period, premium is paid 100% by the Company for employee, spouse and dependents), 401K with generous Company contribution and annual Health and Wellness reimbursement.

Supervisory Responsibility

Interfaces with EHS, Project Managers, Operations and Field Superintendents.

Travel

No travel outside the Western Washington area is anticipated unless deemed necessary for trainings or other Company needs. Travel to job sites in the region is required.

Environment

The position operates the majority of the time in a typical office environment, spending time at a desk, typing at a computer, talking with people in person or on the phone, taking notes and using standard office equipment. The job also sometimes happens at job sites in the field or shop, walking, climbing ladders, talking with people or in sometimes loud environments.

ADA Statement

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

AAP/EEO Statement

Snyder provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual preference, or status as a veteran or disabled veteran in accordance with applicable federal laws. In addition, Snyder complies with applicable state and local laws governing nondiscrimination in employment in every location in which Snyder has facilities and/or jobsites. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Passage of a drug test is required at the time of employment. Snyder is a Drug Free Work Environment. Any candidate that tests positive for marijuana or ANY controlled substance and/or alcohol during a pre-employment drug/alcohol screening will not be eligible for hire.