

## **WHAT YOU SHOULD KNOW ABOUT JARAMILLO CONTRACTORS, INC.**

Jaramillo Contractors is an excavation & demolition subcontractor, but we also provide concrete, and landscaping services. Our core trades are Existing Conditions, Site Preparation, Earthwork, and Site Improvements. We also provide Equipment Rental with Operators.

A family owned business established in 1980, Jaramillo Contractors has stood the test of time with honest, hard-working dedication to our craft. And, we are passionate and proud of our work.

We believe in a **strong work ethic, integrity, and high quality**. And these are the tenets we live and work by. Subsequently, when you work for Jaramillo Contractors, you'll be expected to perform in accordance with our tenets, and with dedication to get the job done on time, and on budget.

As a family owned business, we like to think we treat our employees as part of the family. If you follow our tenets, you will find much appreciation here, as we value all contributions to the success of the Company and encourage your input too!

### **CONSTRUCTION ESTIMATOR - JOB DESCRIPTION OVERVIEW**

- The Estimator for Jaramillo Contractors is responsible to produce accurate and complete job estimates that will return the planned profit to the Company. Estimates are to include final quotes and supporting information.
- Recommends or takes action to solve any and all problems that could delay the completion date or would result in poor quality.
- Is responsible for development and maintenance of a high level of communication, coordination and cooperation throughout the Company.

### **REPORTING RELATIONSHIPS**

- The Estimator for Jaramillo Contractors reports to and is fully accountable to the owner.

### **REQUIREMENTS**

- Requires either High School Diploma or GED.
- Minimum of one year of experience as an Estimator or Project Manager.
- Must be familiar with construction codes and OSHA regulations.
- Requires valid Wisconsin driver's license.
- Must be insurable by Company insurance carrier.
- Requires experience with MS Office applications.
- Requires the mental capacity for spatial comprehension. The language is English in speech and in all drawings.
- Physical requirements include sitting standing, and walking. The sitting includes PC efforts, meetings, reviewing drawings and calculator functions.

- This position must have the ability to comprehend the design and construction management work the Company performs, read and interpret blueprints and specifications, and the ability to convey instructions in a clear manner to others within the Company.
- Requires the ability to coordinate the work of multiple activities at the same time. Excellent organizational skills, ability to plan projects and jobs, prioritize work and meet deadlines. Must be a dynamic individual who is client-oriented while keeping the Company's interests in mind.
- Must stay current with new techniques, equipment and technologies.
- Must be able to pass Company drug tests and comply with company drug policies.
- Completes bids that result in getting the job and obtaining the Company's planned revenue and profit.
- Interfaces with the architects, engineers, prime contractors, developers and city officials as necessary with specifications and ideas.
- Ensures that all bids are reviewed by the owner before progressing.
- Develop preconstruction and construction schedules with Owner.
- Remains as the single individual responsible for the successful pricing of the projects.
- Protects the value of Company owned assets (vehicles, equipment, parts, etc.)
- Anticipates problems and takes action to eliminate or at least minimize their effects.
- Maintains an exceptional level of service to clients. Anticipates and reacts to client requests and needs. Handles all dealings with clients in a professional manner.
- Ensures there are no avoidable penalties, citations or fines.

#### **ESTIMATOR DUTIES**

- Completes bids that result in getting the job and obtaining the Company's planned revenue and profit.
- Interfaces with the architects, engineers, prime contractors, developers and city officials as necessary with specifications and ideas.
- Completes detailed estimates and prepares proposals in advance of bid due dates.
- Performs estimates for new construction, renovation and conceptual estimating.
- Orders plans and specifications well in advance of bid date.
- Reviews and understands plans and specifications.
- Provides accurate and complete estimates.
- Attends pre-bid meetings as appropriate.
- Request quotes from subcontractors and suppliers and negotiates the best possible pricing.
- Verifies the quantities on the plans by doing a take-off of quantities.
- Visits the project site to visually confirm the job conditions.
- Prepares estimates using the Company estimating procedures.

- Tracks and records lost/win bids and reasons.
- Assures that all the required bonds, insurance certificates, government licenses, and permits for each project have been applied for and obtained.
- Attends pre-construction meetings.
- Prepares an accurate list of equipment needed for the project.
- Is responsible to ensure the most current drawings are available for the project.
- Reviews all price and schedule changes with the owner/project manager.
- Maintains a positive and professional attitude.
- Any other duties and tasks or special projects that may be assigned by the owner/project manager.

#### **STANDARDS OF PERFORMANCE**

- Works diligently to promote, demonstrate and operate by Jaramillo Contractors core tenets.
- Works diligently and succeeds in contributing to develop and maintain a high level of communication, coordination and cooperation throughout the Company.
- Ensures that all activities are conducted in a prudent and ethical manner.
- Manages enough jobs through the preconstruction process to meet the Company goals.
- All estimates completed accurately and within time allowed.
- Maintains a high moral and motivation within the department.

#### **WORKING CONDITIONS**

- Most work is conducted in a climate-controlled environment.
- Occasionally meetings of clients, prospective clients, vendors, etc. may occur off site that will require driving in any and all types of weather.
- Work hours range from eight to ten hours per day, five days per week.
- Occasionally, early AM or after hour commitments may be necessary. Management will make every attempt to issue notification as far in advance as possible.



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**ACKNOWLEDGEMENT**

I have reviewed and understand the Estimator job description and believe I meet the requirements, and I can successfully complete or perform each duty or task. I also agree that management retains the right to amend this job description as necessary and will inform me verbally and in writing of any changes.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_