

Estimator Position

Contact: Anthony Fazio, Human Resources Manager
Michilli Inc.
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Job Title: Estimator

Work Location: 160 Varick Street, Suite 1101, New York, NY 10013

Hours/Week: 40

No. of Positions Available: 1

Job Duties: Read blueprints and technical documents; attend client meetings and site visits; participate in bidding process using Procore, including RFI submission, preliminary submittals checking, addendum distribution and vendors proposal gathering; consult with Italian and European vendor by evaluating and proposing value engineering alternates for trades, using SI/CGS systems, and report back to U.S. in customary units; identify and quantify cost factors, including time, materials, expenses with On-Screen Takeoff; prepare and develop construction details over project leaks of information and help subcontractors on pricing the scope, using Autocad; develop time schedule in accordance to milestone dates, expected turnovers and implementing with OPI (Owner's provided items) dates using MS Project; evaluate the profitability and quality of a product and or service; conduct research to obtain data on labor costs, materials, production time, etc.; recommend cost-cutting methods to increase profitability; use Procore, MS Office, MS Project, On-Screen Takeoff, and Autocad to prepare estimates and supporting documentation; collect and evaluate subcontractor proposals; participate in proposal preparation and client presentations; evaluate contingency requirements; communicate with other departments, engineers and project managers to resolve issues; and build and maintain relationships with key vendors. Position requires domestic travel throughout the U.S. approximately twice per month for project site visits and to West Coast office in California approximately once a month for subcontractors net implementing and assisting Estimating Department. Position also requires international travel internationally approximately five times per year for manufacturing product control..

Primary Education Required: Bachelor's degree in construction engineering, construction management, or foreign equivalent.

Primary Experience Required: Two years of experience in working on luxury retail boutique projects estimating using Procore for bid process, RFI submission, addendum distribution, and vendor proposal gathering; preparing bid schedules of values drafting using MS Excel by assembling and displaying numerical and descriptive information; taking-off quantity materials and scopes using On-Screen Takeoff; preparing construction schedules using MS Project; conduct buy out trades after job awarding, including final scope sheets release; and understanding projects drawn using the international system (IS) of units and the centimeter/gram/second (CGS) system and reporting back in United States customary units.

Alternate Education and Experience: N/A