

Chief Estimator Job Description

- Assisting senior staff in several ways so as to ensure that projects are more efficient
- Soliciting for effective ways to boost the accuracy and efficiency of tasks
- Leading and managing a team of estimators who support various project management teams
- Identifying and examining specifications such as sketches, blueprints, sample layouts or material bills, and calculating the cost with the use of labor and material pricing schedules and historical data
- Preparing quantity and cost estimates for several civil work components
- Developing and maintaining good healthy and effective relationships with internal and external clients
- Identifying and evaluating all the technical issues that are related to projects
- Preparing the estimated plan and coordinating estimate development with the project team, including the development of an estimated schedule
- Being present and actively participating in pre-bid meetings and site tours
- Preparing cost reports and presenting results or findings to management, client, vendors, or subcontractors
- Carrying out other duties as assigned or required by management.