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*General Contractor • Construction Manager • Design-Builder*

## Senior Estimator

### Job Description

**H.C.S. Location:** Tuttle, OK

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**Job Description:** The following is a “Summary” of Minimum Requirements and is Not Limited to the items listed below. Company policies will be implemented per the H.C.S. Employee Handbook and H.C.S. Standard Operating Procedures Manual.

#### General Information:

1. Experience: Minimum 10 Years as Senior Estimator in **“COMMERCIAL CONSTRUCTION”** of projects in excess of \$3,000,000. Prior field experience is preferred for this position.
2. Type of Position: Full Time
3. Base Work Hours: 8:00 a.m. to 5:00 p.m.
4. Base Work Days: Monday thru Friday
5. Base Wages: Salary paid Bi-Monthly on 1<sup>st</sup> & 15<sup>th</sup>. Direct Deposit Available.
6. 401K: Available after 90 Days after Hire Date. (Or Current Standard)
7. Medical Insurance: Available 6 Months after Hire Date. (Or Current Standard)
8. Company Vehicle, Personal Vehicle, & Gas Allowance: This is based on a “Case by Case” basis of necessity.
9. Bonus Opportunities: Available based on individuals work and project performance.
10. Additional Work Hours and Days: The above descriptions are considered the “Base” or “Minimum” Requirements for work hours and days. Additional information shall be provided to the applicant prior to employment.
11. Probationary Period: First 90 Days Calendar days.

#### General Requirements:

1. **Attitude and Work Ethic:** Must be open-minded and willing to learn new things and work with different processes and procedures. Quality work product and pride in workmanship are essentials.
2. **Plans and Specifications:** Must have exceptional ability in reading and interpreting Plans, Specifications, Geotech reports, and any other documentation associated with constructing commercial buildings and sites. Must be able to calculate site grades and have an understanding of engineering layout as applicable to the field.
3. **Communication:** Must be able to communicate very well with others in the company, subcontractors/suppliers, architects/engineers, owners, developers, clients, etc. Communication also means to know when to listen and not talk.

*... Over 30 Years Experience*

4. **Schedules and Deadlines:** Must be able to efficiently schedule all aspects of estimating from start to finish and have a personal pride that ensures meeting any and all deadlines set forth to you.
5. **Organizational Skills:** Must be a well organized individual who keeps track of all administrative, materials, and personnel items.
6. **Computer Skills:**
  - a. **Mandatory:** Well rounded knowledge of Computers with above average knowledge of typical operating and typical programs. Specific Programs that require above average operation is Adobe, Microsoft Office Programs (Word, Excel, and Outlook).
  - b. **Required:** It is preferred that you have experience in the following programs as they will be used daily, but training is available if you meet the Mandatory requirements above.
    - Excel Spreadsheets
    - Structured estimating programs
  - c. **Optional:** Other Programs used, but are completely optional; AutoCAD, DesignCAD, and Quest Estimating and Earthwork.

### **Specific Duties:**

#### **1. Estimating and Bidding:**

- a. Creation of Bid List including Subcontractors and Suppliers. Must confirm bidding intentions, subcontractor's capabilities, and references.
- b. Creation of supplemental instructions to bidders based on the project specific requirements to confirm all areas are covered cost when applicable.
- c. Work with project managers on take-offs and pricing as required.
- d. Work with staff prior to and on Bid Day to confirm all bids are submitted and all scopes have been confirmed for accuracy and coverage.
- e. Work with project managers to set up final project budget to proceed with project set up and contract issuance.
- f. Capable of providing conceptual estimates based on your drawings, quantities and other preliminary data.
- g. Contacting, meeting and follow up with prospective Owners.