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## Job Description

**Position Title:** Commercial Assistant Estimator      **Date:** 2/1/19  
**Reports To:** Project Estimator      **Revision Dates:**  
**Department:** Landscape and Irrigation

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**Position Summary:** The Commercial Landscape Estimating division is the integral first point of contact in procuring new contracts for the landscape construction division. This is assistant estimating position requires an individual who is very detail oriented and can communicate well with others. The Assistant Estimator will use different software platforms to perform precise takeoffs and construct detailed pre-bid documents for wide ranging types and scales of work.

### Job Responsibilities & Essential Functions:

- Establish connection with General Contractors for bidding updates
- Organize and understand construction plans
- Keep current material pricing updated through commonly used vendors
- Perform accurate and detailed takeoffs that can be used for pricing
- Attend pre-bid meetings and other relevant gatherings
- Organize bidding documents and plans
- Communicate plan details and takeoff information with Estimator

### Additional Duties:

- Demonstrate the ability to contribute to the organizations vision and mission, act as a company steward of resources, interact effectively as a team member, and work in a self-directed and dependable manner.
- Other duties as assigned from Project Estimator

### Job Qualifications

#### Experience & Education

- High School Diploma, GED, or equivalent learning experience
- College degree and or secondary training in job related field
- Must be able to learn and complete all training requirements for the position

#### Knowledge, Skills & Attributes

- Demonstrate good communication skills
- Strong ability to read construction plans and specifications

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- Strong knowledge in the following software: Excel, Word, Outlook
- Willingness to learn other estimating software platforms used
- Strong understanding of landscape construction processes and procedures
- Field experience is a plus
- Excellent attendance punctuality, dependability, and reliability
- Pleasant and courteous attitude
- Ability to work independently and make independent judgments which impact the company and customers
- Sound critical thinking and problem solving skills; ability to solve standard problems and seek guidance on complex problems

### **Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. If feasible, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job by in large is working in a professional office setting. Computers, printers, and other technology are the primary tools used to perform job duties.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. If feasible, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear and remain sedentary. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk.

The employee must occasionally lift up to 50 lbs. and be able to push, pull and/or move up to 75 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### **Job description Function and Intent:**

Job descriptions assist companies in ensuring that the hiring process is fairly administered and that qualified employees are selected. The job functions and duties on the job description are not all-inclusive and that additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.