



Job Description

Position Title:	Commercial Landscape & Irrigation Estimator	Date: 12-4-17
Reports To:	COO	Revision Dates:
Department:	Projects Department	
FLSA Status:	Exempt	

Position Summary:

The Commercial Landscape & Irrigation Estimator will develop competitive project bids and work closely with the key stakeholders throughout the estimating process. This position is responsible for meeting with contractors and clients, compiling information and details on job specifications and landscape drawings, and creating a bid proposal that will both delight the client and produce a profitable result. This position must have a detailed understanding of landscape and irrigation installation practices to ensure sufficient time and resources are projected to profitably complete work. The dynamic purpose of this position is to revolutionize methods and procedures that will maximize cost containment and profit potential of the commercial landscape and irrigation department.

Job Responsibilities & Essential Functions:

- Consolidate and summarize large amounts of information to produce a competitive bid package.
- Organize bid pre-qualification information; develop and submit RFIs; work with architects to ensure adequate knowledge of project scope; and incorporate value-engineering ideas, as requested.
- Must be able to meet deadlines for RFIs, project bids and budgeting; must meet deadlines for submitting information to Operations managers and Accounting.
- Must understand and clarify for each project; contract lingo; botanical names; and commercial irrigation whole goods, parts and fittings.
- Consistently follow-up on submitted bids and budgets with general contractors and clients.
- Maintain current date plan sets for estimating and project installation; keeping accurate historical documentation.
- Communicate accurate, timely and detailed information to Operations team, subcontractors, vendors and clients.
- Maintain professional working relationships with key stakeholders; architects, construction managers, property managers and brokers to ensure success on projects.
- Negotiate with and work in collaboration with subcontractors and material suppliers to maintain solid working relationships, competitive pricing, and awareness of availability and quality of materials. Demonstrate creativity and resourcefulness with subcontractors and suppliers.
- Prepare subcontractor bid package for each project; proactive collection of pricing information and contract negotiations with subcontractors.
- Maintain knowledge base on regional and seasonal availabilities for different varieties of landscape plants.

- Identify angles and gaps to increase efficiencies, and negotiate material quotes with vendors to increase project bid profitability.
- Coordinate and communicate subcontractor schedules to ensure adequate project coverage.
- Solicit and maintain good communication with subcontractors and vendors throughout projects.
- Work closely with material supply chain vendors and the Accounting Department to thoroughly understand materials, labor, and overhead rates that form the basis for bid compilation and generating profit.
- Review drawings and job costs with Project Management team; highlight areas of concern, and subcontractors and material vendors that still need attention.
- Communicate project addenda's and other bid information to Operations management team in a timely manner. Goal is 100% of awarded projects turned over within 24 hours of notification.
- Complete project job number request form with all pertinent information within 24 hours of contract signing.
- Consolidate and maintain all bid information in software tracking system; all change orders, actual materials and labor, and other project specifics.
- Identify future projects to bid through various construction bid websites, invitations from clients and general contractors, and other project leads generated.
- Analyze bids lost to identify areas where costs could have been reduced, improving future bid success thus building continuous improvement into the project estimation process.
- Provide excellent customer service to internal and external clients.

Job Qualifications

Experience & Education

- Bachelor's in Horticulture, Construction Management or related fields.
- Minimum of 3 years of experience in project estimation in a construction subcontractor environment.
- Experience reading Auto CAD plans
- Previous experience in commercial landscaping and irrigation industry, including design and installation, preferred.

Knowledge, Skills & Attributes

- Demonstrate professional communication skills. Pleasant and courteous attitude.
- Good networking skills with key stakeholders; demonstrated team work skills.
- Continually increase and maintain knowledge base on landscape and irrigation systems.
- Proficient computer skills with emphasis on excel spreadsheets and word documents.
- Willingness to learn; must complete all training requirements for position.
- Able to work independently and make independent judgments and decisions which impact the company and client.
- Strong organizational and prioritization skills in order to meet deadlines and work under pressure.
- Good critical thinking and problem solving skills; ability to solve standard problems and seek guidance on complex problems
- Excellent attendance, punctuality, dependability, and reliability.

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to hot, humid or wet weather conditions. The employee may also be exposed to toxic or caustic chemicals.

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.

I have received a copy of the job description and understand the duties, responsibilities and requirements of the job.

Employee Signature

Date

Print Name

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.