



JOB TITLE:	Project Estimator & Purchasing Engineer
REPORTS TO:	Vice President of Construction / Chief Estimator / Purchasing Director
PREPARED BY:	Luke Regier
PREPARED DATE:	February 8, 2023
REVISION DATES:	NA
HAS AUTHORITY OVER:	None
FSLA STATUS:	Salaried, exempt

SUMMARY

The Project Estimator & Purchasing Engineer will assist all phases of the construction management process for their project(s). This includes but is not limited to; schedule development and maintenance, assist with budget development and maintenance, assist with procurement and purchasing, contract management and compliance, project team management, value engineering, assist Precon team and Chief Estimator with the following; client communications, project documentation, document management and organization, and project turnover to Project Management construction team, as well as other requirements as outlined herein. The Project Estimator & Purchasing Engineer will perform all aspects of contract Precon administration including document review, RFI's management, document management, project bid lists, monitor Prequalification status of trades and vendors, tracking and implementing project start-up requirements, permitting, inspections, consultant management, Baseline scheduling, Precon meeting minutes for their project(s) as well as all required reports and reporting. Duties will include assist with; document management, coordination with design team, compiling estimates and take-offs, assembling and reviewing bids and RFP's, collecting bids for review and assist with Scope of work reviews with construction documents and field team, assist with leveling of trade bids, requesting and documenting alternates for Value engineering. The Project Estimator & Purchasing Manager will fully understand the contents of the Corporate Safety Manual and ensure complete compliance with their actions. The Project Estimator & Purchasing manager will also fully understand all Broadway Builders Policy & Procedures as outlined in the Corporate Operations Manual, or as otherwise outlined by Broadway Builders Senior Management, and will ensure complete compliance to all of those Policies & Procedures.

AREAS OF RESPONSIBILITY

Project Estimator Process

1. Assist and maintain the Corporate Trade and vendor lists, assist with the Prequalification process for new vendors as well as updating and maintaining the current trade bidders and vendors.

2. Prepare and Collect information for RFP process with oversight from Precon team and Chief Estimator, provide required Training for all Assistant Chief Estimators, Project Engineers and Superintendent Staff and all other team members and support staff per their unique job descriptions. Understand every aspect of the Project Management Team so you can properly train each Team Member according to their job description.
3. Assist in the collection and review of the construction document set for their projects RFP, and file within the corporate system. Review documents for proper set labeling and confirm conformance with industry standards, if incorrect notify project team for correction by Development team.
4. Monitor and manage Project Start-up process (Permitting, General Condition buys, etc.) and transfer to Project Management Team when directed by manager.
5. Create with Supervision Agenda and take meeting minutes at Precon Owner / Architect meetings and identify action items for team and follow up as requested by supervision.
6. With Direction from supervisor create take-off of building components required to compile a take-off document and incorporate these items into a bid template provided by Supervisor for Precon's team use.
7. Collect bids and proposal from Trades, review for completeness and document for Precon team, record in bid estimate sheet provide by supervisor, and incorporate any RFI responses and missing components or trades and bring them to supervisor's attention.
8. Assist in the creation of the baseline preliminary "bank" schedules for the project, including review durations and tasks with review by supervisor, utilizing provided templates and update accordingly until handed off to project team at start of construction.

Purchasing Engineer Process

1. Assist with Purchasing process as directed by supervisor and the Project management team performing construction – sending RFP's for buy-out of trades, collecting bids proposals, organizing bids into leveling sheets, following up for missing trades, and assuring that bid scope is followed and proposal are complete to the scope.
2. Assist the project team with the buy-out log and tracking buys and contracts to assure a timely execution of buys in the appropriate order.
3. Assist in the set up and maintenance of all project files for including hard files and digital files in accordance with company policy and procedures.
4. Participate and in team meetings to facilitate seamless transitions from Precon thru to construction team start-up including complete turn-over of all information pertaining to start-up and purchasing.
5. Assist supervisor in regards to any and all purchasing work as requested by Supervision.
6. Maintain with guidance from supervisor an up-to-date project progress information and cost data and control reporting documents.

7. Fully understand the Corporate Operations Manual and the Policy & Procedures within that Manual and monitors adherence to those procedures and policies, and ensures that the Project Team(s) are instructed on such and have the capacity to carry out these Policies and Procedures.
8. May assist and help prepare, distribute, and monitor Trade work scopes for buy-out process with assistance and supervision from Purchasing direction and Project Construction team.
9. The Project Estimator & Purchasing Engineer is responsible for always maintaining a professional approach to conducting business as a representative of Broadway Builders. Be a positive representation of Broadway Builder's professionalism and set the example for all who work on the Project.

General & Daily Requirements and Technical Skills

1. Maintain current data on all applicable codes, code changes / updates and responsible for communicating all updated information to construction field personnel and Contractors as necessary.
2. Understand in detail the Policy & Procedures of the Company and communicate and implement and carry out on a day-to-day basis.
3. Maintain a professional, safe and organized work environment at all times.

Education and Experience

Associates in Construction Management, Engineering, Architectural or Business Management is desirable and 2 years' experience in Construction Management, Business Management, or related activities in the construction industry; or equivalent combination of education and or experience.

Communication skills

Ability to read, analyze, and interpret complex documents (engineering and land planning layouts, topography maps and blueprints). The Chief Estimator must have the ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively communicate pertinent information to all levels of management/ownership and field operations, both in writing and verbally..

Computer Skills

Must have computer skills and experience with or the ability to learn the following computer applications:

- Excel
- MS Word
- MS Outlook
- Microsoft Project and/or similar Scheduling program
- Jonas Premier Construction Accounting
- Procore
- Triax Spot-r worker Access & Monitoring System
- Blue Beam Plan Editing & Mark-up Software / PlanSwift / On-Screen Takeoff
- MS Powerpoint