

**WILLIAM A. HAZEL, INC.**

**HUMAN RESOURCES DEPARTMENT**  
**JOB DESCRIPTION**

JOB TITLE: Estimator I

Exempt: Yes Job Code: 1365 Salary: \_\_\_\_\_ Division: Office

Dept: Engineering Location: Chantilly, VA

Report to: Chief Estimator Attendance Requirements: M-F, 7:00-5:00

Prepared by: \_\_\_\_\_ Date: January 14, 2016

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIMARY FUNCTION:**

Acquire knowledge of estimating principals, practices, and estimating software. Perform accurate quantity take-off and prepare estimates for clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Management retains the right to add or change duties at any time.

1. Learn site-work construction practices, techniques and requirements.
2. Learn individual jurisdiction construction specifications and requirements.
3. Learn estimating procedures and system input.
4. Learn estimating system and output manipulation.
5. Establish vendor/engineer/owner contacts.
6. Maintain minimum contact with owner/representative for project clarifications, at direction of Chief Estimator.
7. Perform quantity take-off and apply jurisdiction and Owner requirements.
8. Write draft scope of work.
9. Solicit/analyze subcontractor/supplier quotations.
10. Conduct site visit with Chief Estimator or other competent personnel for all jobs.
11. Analyze geotechnical reports.
12. Prepare rough draft proposal.
13. Review estimate with Chief Estimator.
14. Submit proposal to client and follow-up with Chief Estimator.
15. Assist Project Managers with clarifications if needed.
16. Maintain an organized estimate file.
17. Perform additional assignments per supervisor's direction.
18. Prepare draft project schedule.

**PHYSICAL ACTIVITIES / HOURS PER DAY:**

**Repetitive Motion of Hands and Feet:**

	<u>Hours Spent At:</u>		<u>Repetitive Hand Motion:</u>		<u>Repetitive Foot Motion:</u>		
			L	R	L	R	
Sitting:	6	Light grasping:	1	1	Hard push:	0	0
Standing:	1	Strong grasping:	1	1	Lt push:	2	2
Walking:	1	Fine dexterity:	1	1	Lift:	0	0
		Keyboarding:	3	3	Shove:	2	2

**Repetitive Motion of the Muscular and Skeletal Body:**

	Rarely:	Infrequently:	Occasionally:	Frequently:	Marginally:
	0 - Hrs	Up to 3 Hrs	3 to 5 Hrs	5 to 8+ Hrs	
Bend:	X				
Balance:	X				
Climb:	X				
Crawl:	X				
Crouch:	X				
Kneel:	X				
Push / Pull:		X			
Reach:		X			
Squat:		X			
Twist:	X				
Overhead Lifting:	X				
Lift / Carry 0 - 10 pounds:		X			
Lift / Carry 11 - 25 pounds:		X			
Lift / Carry 26 - 50 pounds:	X				
Lift / Carry 51 - 75 pounds:	X				
Lift / Carry 76 - 100 pounds:	X				
Lift / Carry Over- 100 pounds:	X				

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is indoors, in an office environment, climate controlled and the noise level in the workplace is moderate. Employee is often required to work in outside weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK KEYS:** are used across the nation to help individuals, educators, and employers to identify the skill sets people need to be successful on the job and to determine where additional training can help develop a higher caliber workforce. It offers job analysis, assessment, instructional support, reporting and training identification services.

SKILL SETS: required for this job description are:

Applied Math	Reading for Info.	Observation	Applied Tech.	Listening
7	5	5	3	5
Teamwork	Writing	Locating Information		
4	4	5		

**PRACTICAL EXPERIENCE:** How much experience or on the job training would it take before he / she would be able to perform this job adequately?

Less than

1 week

1 - 3 Mos.

6 - 12 Mos.

2 - 3 Yrs.

3 - 5 Yrs.

				X
--	--	--	--	---

What are some of the important things that they should learn during a period of gaining practical experience?

---



---

**QUALIFICATIONS REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION AND/OR EXPERIENCE:**

Four-year Engineering Degree or equivalent combinations of education and experience and experience.

**LANGUAGE AND COMPUTER SKILLS:**

Ability to read and understand site-work plans and specifications. Ability to understand and implement direction from superiors and clients.

Ability to communicate effectively both orally and in writing. Proficient in basic Microsoft Office programs.

**MATHEMATICAL SKILLS:**

Proficient in simple Geometry formulas and conversions.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.