

**Title:** COST ESTIMATOR  
**Reports to:** DIRECTOR OF PRE-CONSTRUCTION  
**Annual Salary:** Based on Experience

Since 1993, Cornerstone General Contractors, Inc., has fostered a flexible approach to commercial construction based on cooperation, innovation, and accountability. A 100% Alaskan owned, managed, and staffed company, our team includes experienced personnel with the education, training, experience, relationships, and resource capacity to handle multiple projects of all sizes across the state. Presently, Cornerstone is seeking qualified applicants for the position of Cost Estimator.

## **JOB OVERVIEW**

The Cost Estimator will lead all estimating activities on assigned projects. Activities include leading estimate startup, progress, and final review meetings, schedule development, cost estimating, design management & coordination, value engineering, and constructability analysis. The Cost Estimator provides clients with quality customer service, has a strong understanding of all the aspects regarding construction and creatively solves problems.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare detailed cost estimates by analyzing plans and specifications and performing quantity take-offs for select trades.
- Develop and prepare conceptual estimates with minimal subcontractor assistance using limited preliminary design documents/information.
- Develop subcontract interest in projects and manage the subcontractor solicitation process.
- Qualify and level subcontractors' proposals according to project specifics.
- Itemize trade specific scopes and prepare bid packages.
- Prepare detailed critical path job schedules.
- Ability to maintain discretion and confidentiality at all times.
- Interact with clients, architects, engineers, and local jurisdictions to understand and incorporate project objectives, schedules, permits, costs, etc.
- Evaluate long-lead procurement needs.
- Reconcile estimates.
- Contribute in a meaningful way to value engineering and alternatives.
- Track cost differences between progress estimate updates.
- Evaluate feedback from construction operations and integrate into subsequent estimating efforts
- Assist with business development by seeking new and productive business relations.
- Express critical thinking and problem-solving skills to identify problems and solutions before they become real issues.

- Perform additional duties to meet Cornerstone's needs.
- Growth/compensation potential for the right candidate.

## QUALIFICATIONS

While neither a college degree or trade experience are required, the ideal candidate will exhibit a balance of both education and practical experience together with professional demeanor.

Preferred candidates will exhibit proficiency in the following technologies and software:

- Computer-aided takeoff: On-screen Takeoff or eTakeoff Dimension
- Sage Estimating (formerly Sage Timberline)
- Bluebeam Revu
- Microsoft Word, Excel, Outlook, Teams, SharePoint
- Pipeline Suite
- Smartsheet

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is required to use hands to handle or feel; reach with hands and arms; and stoop, kneel, crouch. The employee must lift and / or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. Additionally, the ideal candidate will have sufficient mobility to climb ladders, access tight spaces, and generally inspect concealed but accessible spaces within existing buildings.

## WORK ENVIRONMENT

Office and field, including travel statewide.

## SUMMARY OF BENEFITS

1. Competitive salary and employee bonus program.
2. Medical, Vision, Dental insurance *paid in full for employee, spouse and kids* (if applicable).
3. 401K plan with 2-5% matching.
4. PTO policy and following Holidays: Christmas Day through New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after Thanksgiving.

## **APPLICANT INSTRUCTIONS**

To be considered for this position, you must email an introductory cover letter identifying areas of specialization and résumé with three professional references to [resumes@cornerstoneak.com](mailto:resumes@cornerstoneak.com)