

PYRAMID CONTRACTING

ESTIMATOR

FLSA Classification: Exempt

Reports To: Director of Preconstruction or Senior Preconstruction Manager

Business Unit: Preconstruction

POSITION SUMMARY

The Estimator is a core member of Pyramid Contracting's Preconstruction team, responsible for developing accurate and competitive project estimates from schematic design through construction documents. Working under the direction of the Director of Preconstruction or Senior Preconstruction Manager, this role performs quantity take-offs, solicits and analyzes subcontractor and supplier pricing, develops internal cost models, and supports overall preconstruction strategy. The Estimator works collaboratively with operations, project management, subcontractors, suppliers, and clients to support profitable project pursuits and ensure a disciplined, well-documented handoff to the project team. The level of independence, project complexity, and scope of responsibility will vary based on experience and demonstrated performance.

ESSENTIAL FUNCTIONS

Estimating & Preconstruction

- Review drawings, specifications, and bid documents to understand project scope, phasing, and requirements.
- Perform quantity take-offs and detailed cost analysis across all major divisions of work.
- Develop conceptual, schematic, design development, and hard bid estimates.
- Prepare and maintain estimate worksheets, bid tabs, and pricing summaries.
- Develop internal pricing, budget forecasts, and general conditions estimates.
- Participate in value engineering and constructability reviews; identify cost savings opportunities.
- Identify scope gaps, coordination issues, and risk items during estimate development and communicate findings to preconstruction leadership.
- Support procurement planning for long-lead materials and equipment.
- Assist in preparation of project schedules and phasing plans as they relate to estimate assumptions.

Subcontractor & Supplier Management

- Solicit bids from subcontractors and suppliers using BuildingConnected or approved platforms.

- Analyze subcontractor proposals for scope completeness, pricing accuracy, and alignment with estimate assumptions.
- Perform bid leveling and lead scope clarification meetings with subcontractors.
- Maintain professional working relationships with subcontractors and suppliers.
- Verify pricing, lead times, and material availability as part of the estimate process.

Project & Team Coordination

- Attend pre-bid meetings, site walks, and trade preconstruction meetings as required.
- Coordinate with operations and project management teams during estimate review and project turnover.
- Write RFIs and develop clarifications, assumptions, and scope narratives for deliverables.
- Support pursuit strategy development and participate in preconstruction presentations to clients and design teams.
- Collaborate with field and operations personnel to improve estimate accuracy and reflect current market conditions.

Administrative & Process Support

- Maintain organized estimating files, documentation, and audit trails from estimate to estimate.
- Support bid submissions, proposal preparation, and published deliverable assembly.
- Maintain and update estimating databases and historical cost information.
- Assist with estimating system updates and continuous process improvement.
- Perform additional duties as assigned.

COMPETENCIES

- Thorough understanding of construction methods, materials, systems, and sequencing across commercial and industrial project types.
- Proficiency in reading and interpreting construction drawings, specifications, and contract documents.
- Working knowledge of estimating principles, project budgeting, and cost code structure.
- Proficiency in Destini Estimating or comparable construction estimating software.
- Competency in Microsoft Office Suite, with strong Excel skills including formulas, bid tabs, and cost modeling.
- Familiarity with digital takeoff tools such as Bluebeam, On-Screen Takeoff (OST), or equivalent platforms.
- Understanding of scheduling fundamentals and the impact of procurement and phasing on project cost.
- Strong organizational skills with the ability to manage multiple estimates and deadlines simultaneously.
- Effective written and verbal communication skills, including the ability to prepare professional written deliverables and present pricing to internal and external stakeholders.
- Attention to detail with strong analytical and problem-solving ability.
- Team-oriented mindset with a collaborative approach to working across preconstruction and operations teams.

- Professional judgment and discretion in handling pricing, subcontractor relationships, and confidential project information.

SUPERVISORY RESPONSIBILITY

This role does not carry direct supervisory authority. The Estimator is expected to mentor and provide guidance to Project Engineers and junior Preconstruction staff as part of normal team collaboration and ongoing development of the preconstruction group.

PHYSICAL DEMANDS

This role is primarily office-based and requires prolonged periods of sitting and viewing a computer screen. Occasional standing, walking, bending, reaching, and climbing may be required during site visits and project walkthroughs. The employee must be able to lift up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL

Travel is primarily local or regional, including site visits, pre-bid meetings, and client or subcontractor meetings. Occasional overnight travel may be required based on project location. A valid driver's license is required. The employee may be required to work non-traditional hours to meet estimate deadlines or project needs.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Construction Management, Engineering, Architecture, or a related field is preferred; equivalent field experience will be considered.
- Two or more years of construction experience, with direct estimating or preconstruction involvement preferred.
- Experience in commercial or industrial construction estimating is strongly preferred.
- Field construction experience or direct involvement with projects under construction is a significant advantage.
- Entry-level candidates with relevant internship experience and demonstrated technical aptitude may be considered.
- Increasing levels of project complexity, independent estimating scope, and preconstruction leadership responsibility are expected as experience and performance develop.

BENEFITS

- Competitive base salary commensurate with experience and role level.
- Health, dental, and vision insurance.
- Paid time off and company holidays.
- 401(k) retirement plan.

- Professional development and continuing education support.
- Opportunities for career advancement within the Preconstruction and Project Management tracks.

WORK AUTHORIZATION

The employee must be authorized to work in the United States.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.