



Job Description – Estimator

Job Title: Estimator	Location: Knox, IN
Reports to: Estimating Department Manager	Compensation: Based on Years of Experience
Department: Estimating	FLSA: Based on Years of Experience
Functional Group: Sales & Marketing	Revision Date: 11/22/2022

Position Overview:

Traffic Control Specialists, LLC (TCS, LLC) is looking for an Estimator to join our team, who will embrace our core values of safety, teamwork, work ethic, service and being genuine. The Estimator will perform their duties within the Estimating Department and will report to the Estimating Department Manager. The role will act in accordance with all safety regulations and industry standards while also adhering to all company policies and procedures. The incumbent should be extremely organized, detail oriented, and able to manage multiple projects simultaneously. The Estimator should have prior experience working in estimating for a traffic control or heavy highway construction company. This role must adhere to strict confidentiality regarding Traffic Control Specialists, LLC (TCS, LLC) business operations.

Objectives:

- Identify cost-effective responses to bidding proposals
- Anticipate needs by properly managing resources and situations
- Communicate and collaborate with potential colleagues and staff
- Create solutions and procedures to maximize efficiency
- Align company policies and procedures to regulations and industry standards

Responsibilities:

- Reviews bid documents and makes notes of requirements
- Analyzes plans and job requirements to estimate material and labor costs for projects to include delivery, installation, maintenance, and removal of equipment
- Researches and evaluates inventory and communicates with suppliers and colleagues to ensure the availability of necessary labor and materials to meet TCS, LLC standards of price and quality
- Calculates costs based on analysis of project specifications, pricing schedules for labor and materials, and historical data

- Prepares bid proposals to produce timely and accurate estimates
- Maintains organization of project information and pricing matrices for all projects
- Analyzes post-production costs and uses data to inform future project estimates
- Collaborates and effectively communicates with contractors, following up on quotes, change orders, and material requests
- May perform other duties as assigned

Requirements & Qualifications:

- Bachelor's degree required
- Minimum of 3 years estimating experience in traffic control or heavy highway construction
- Knowledge of MUTCD and Work Zone set ups
- Must have a clear understanding of codes, specifications, and industry standards
- Ability to handle multiple projects simultaneously, oftentimes requiring work to be performed outside of normal business hours
- Ability to interpret technical drawings, maps, and traffic control plans pertaining to layout and installation of material and equipment
- Basic understanding of the products TCS, LLC rents, sells, and uses in its operations
- Ability to act with integrity, professionalism, and confidentiality
- Desire and proven ability to work independently and in a team environment
- Excellent communication skills verbally, in writing, and electronically
- Excellent organizational skills with a demonstrated high level of attention to detail
- Robust knowledge of Microsoft Office and estimating software

Traffic Control Specialists, LLC is an Affirmative Action/Equal Opportunity Employer and encourages all persons to apply for this position. Reasonable accommodation is provided as needed for employees and other affiliates.

