



2202 Advance Road
Madison, WI 53718

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www.hillcraft.com

Estimator Job Description

Revised 9/14/2021

REPORTS TO:

Eric Ostmoe

BUSINESS HOURS:

Mon - Fri 8:00 - 4:30 or as necessary to complete projects
This is a Full-Time position

COMPENSATION:

Based upon experience

REQUIREMENTS:

- Experience pricing and bidding Architectural Casework & Millwork
- Some experience preparing highly detailed Proposals for projects of varied scope, up to \$500,000.00
- Able to select relevant plan documents, and plot from AutoCAD and on-line Plan rooms
- Able to accurately create time and material bids for custom casework and millwork
- Able to work under deadline, and adapt to rapidly changing industry conditions, with a strong sense of urgency
- Proficient with MS Excel, Word, Outlook
- Superior analytical, negotiation and problem solving skills
- Superior written and verbal communication skills
- Superior organizational, leadership, and follow-through skills
- Strong attention to detail, accuracy, and quality is mandatory

OVERVIEW:

- **Prepare accurate and timely casework & millwork bids from architectural plan sets**
- **Continuously improve all methods and procedures used, to improve efficiency and performance**
- **Continuously seek out ways to reduce material and labor costs, to optimize pricing and margins**
- **Actively participate in and embrace hillcraft's Lean Manufacturing programs. Much of the waste in manufacturing is created during the bidding and engineering process**

RESPONSIBILITIES:

Fill out Pre-Bid Checklist form prior to beginning work on bid
Read Division 1 general requirements spec for insight into project timeline, phasing, and unique requirements such as bonding
Read Division 6 spec, as well as any other divisions we have been asked to bid
Locate all work in our scope/division(s) and highlight on floor plan
Submit RFI to architect and/or GC to clarify any unclear scope
Highlight and segregate alternate scope, price this separately as an Alternate, so as to keep base bid low
Price standard cabinets using cataloged historical time + material study data
Price millwork and custom casework by calculating labor hours & raw material costs from personal experience, and inputting into a formatted Excel spreadsheet
Price buy-out materials by obtaining vendor quotes and applying appropriate mark-up
Maintain knowledge of all in-house inventory and aggressively seek to use it to our competitive advantage
Prepare formatted Excel document Proposal with detailed scope list & exclusion list
Review final pricing with a lead Estimator prior to submittal
Submit Proposals to all known general contractor bidders
Create Bid File with all documentation neatly organized
Schedule a calendar reminder to inquire as to Bid Award status
Record Bid and its' outcome on Bid Results tracking spreadsheet, determine root cause of all non-awards, and consider strategic changes necessary to improve award ratio



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Label and store Bid Drawings and Bid File

Help generate new business by establishing new bidding relationships, and continuously improving existing relationships, with general contractors, architects, designers, and others

Review project scope and budget with Engineer prior to start of Engineering Drawings, to definitively control costs and quality of the project

Engage in continuous education, including staying abreast of all relevant industry guidelines, news, materials, and developments. Act as an expert resource to our Purchasing and BOM departments