

# JPS

CONSTRUCTION and DESIGN

88 Valley Rd.  
Middletown, RI 02842

Rhode Island & Massachusetts  
Licensed and Insured  
Lead-Safe Certified

» **Contact Us:** 401-619-1260  
JPSconstdesign@gmail.com

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Starting Wage: \_\_\_\_\_

## ESTIMATOR

Supervisor: Owner  
FLSA Status: Non-Exempt  
Department: Construction  
Division: Administration  
Pay Grade(s): Tiers 1-3

### Job Description:

Generates estimates for job proposals and drafts contracts for awarded jobs.

### Duties and Responsibilities:

1. Pre-Construction:
  - Attend client meetings with project managers. Thoroughly review and document the project concept with written notes and photographs.
  - Ensure JPS can perform or sub-contract the specified work.
  - Prepare job estimates according to company procedure. Estimates include materials, labor, specialized products, sub-contractor pricing, and detailed descriptions.
  - Write contracts for awarded jobs as requested by project managers.
  - Create job timelines according to company procedure.
  - Compile job site folders for awarded jobs.
2. Construction:
  - Fill out applications for building permits, zoning appeals, and historic district approvals.
  - Research materials and pricing as requested by project managers.
  - Order materials and schedule deliveries as requested by project managers.
  - Prepare change orders as requested by project managers.
3. Administrative:
  - Maintain and file job records including, but not limited to, contact information, documentation of existing conditions, client meeting notes, material estimates, and sub-contractor quotes.
  - Document job status according to company procedure. Record tasks completed. Label jobs as Not Awarded, On Hold, Awarded, Active, or Complete.
  - Update pricing in estimate template.
  - Update MSDS sheets in all trailers.
  - Assist tool coordinator in maintaining JPS tools in designated storage locations.
4. General:
  - Adhere to all company policies and safety procedures.
  - Perform other tasks as assigned.

### Education and Experience:

TIER 1: Associate's degree or equivalent from two-year college or technical school in related field and minimal related experience and/or training OR equivalent combination of education and experience.

TIER 2: Associate's degree or equivalent from two-year college or technical school in related field and two to four years related experience and/or training OR equivalent combination of education and experience.

TIER 3: Bachelor's degree or equivalent from four-year college in related field and three to five years related experience and/or training OR equivalent combination of education and experience.

**Skills:**

- Ability to communicate courteously and professionally in oral and written forms
- Ability to read and interpret construction documents
- Ability to read and interpret building codes, zoning codes, and historic guidelines
- Familiarity with relevant materials, methods, and codes
- Organization
- Attention to detail
- Proficiency with Apple products and software including Mac OS, Numbers, and Pages

**JPS is an equal opportunity employer. Read our EEO statement in your employee handbook.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_