



1100 East 34th Street
Kansas City, MO 64109
Phone: (816) 421-6767
Fax: (816) 214-8857
Email: admin@alphace.com

Position Title: Estimator (General Construction)
Reports To: President/COO

POSITION SUMMARY

Successfully lead multiple projects at various stages of pursuit with little to no oversight. Staying engaged with the project development process from inception to turnkey handover. Sufficiently develop market knowledge and expertise while identifying, communicating, and mitigating risks and improving opportunities. Gather proposals, blueprints, specifications, and project related documents, including but not limited to, labor estimates, material, and time to compute the overall cost of the project. Develop and build a network of capable trade partners/subcontractors to insure competitive price proposal on federal government projects.

PRIMARY RESPONSIBILITIES

Follow standard Alpha General Contracting company policies and procedures to accomplish the following:

Pre-Construction

- Project leadership
- Assist with client & design team management / relationship development
- Development, management & coordination of pre-construction schedule
- Coordination of planning, permitting, utilities, etc.
- Assist in project strategy & implementation
- Development of conceptual estimates
- Coordination with engineering services and other internal departments, resource coordination
- Develop and build a network of capable trade partners and subcontractors in the regions where the company has active MATOCs/IDIQs.

Estimating

- Leads development/management of project budget, estimating effort and final GMP
- Leads bid and subcontractor selection process
- Subcontractor relationship/development
- Responsible for value engineering/development of cost strategies
- Communicate staffing needs at a project level
- Responsible for job cost budget transfer
- Responsible for maintenance and upkeep of cost history
- Understanding of market and cost trends
- Track individual project pre-con costs
- Lead/manage overall estimating process

Project Development

- Networking
- Assist on opportunity development
- Assist or participate in RFQ/RFP response, project interviews and preliminary client meetings
- Implement pursuit strategy
- Engagement in professional, civic, or philanthropic organizations

DEPARTMENT RESPONSIBILITY

- Mentoring
- Implement and maintain company's processes/procedures
- Implements training programs for associates to ensure their growth and conformance to company's procedures
- Communicates regularly with direct reports regarding expectations, goals and performance, including semi - annual performance reviews and regular feedback through the year

COMPETENCIES (LEADER)

- Coaching: Engaging an individual in developing and committing to an action plan that targets specific behaviors, skills, or knowledge needed to ensure performance improvement or prepare for success in new responsibilities.
- Facilitating Change: Encouraging others to implement better approaches to address problems and opportunities; leading the implementation and acceptance of change within the workplace.
- Building Talent: Planning and supporting the development of individuals' knowledge, skills, and abilities so that they can fulfill current or future job responsibilities more effectively.
- Delegation and Empowerment: Identifying and leveraging opportunities to accelerate results and build capability by assigning tasks and decision-making responsibilities to individuals or teams with clear boundaries, expectations, support, and follow-up.
- Client Focus: Ensures that the client perspective is a driving force behind business decisions and activities; crafts and implements service practices that meet client and Alpha Energy and Electric, Inc's. needs.
- Planning and Organizing: Identifies goals to be achieved and formulates strategies to achieve them.
- Building Partnerships: Developing and leveraging relationships within and across work groups to achieve results.
- Emotional Intelligence Essentials: Establishes and sustains trusting relationships by accurately perceiving and interpreting own and others' emotions and behavior; recognizes, understands and manages own emotions.
- Influencing: Using effective involvement and persuasion strategies to gain acceptance of ideas and commitment to actions that support specific work outcomes.
- Creating a Culture of Trust: Fostering a work environment that encourages



1100 East 34th Street
Kansas City, MO 64109
Phone: (816) 421-6767
Fax: (816) 214-8857
Email: admin@alphace.com

people to act with integrity and treat each other and their ideas with respect; creating and protecting a high-trust environment by setting an example, advocating for others in the face of challenges; removing barriers to trust, and rewarding others for demonstrating behaviors that cultivate trust.

MINIMUM QUALIFICATIONS (minimum requirements *before* going into job)

- Bachelor's Degree in Construction Management, Engineering, or related field, or equivalent combination of education, training, and experience.
- Proficiency in computer applications, including Timberline Estimating, On - Screen Take Off, MS Project, Microsoft Office applications, Gordian/RS Means Estimating System, calculating coefficients needed to respond to MATOCs/IDIQs and any other company standard software appropriate for the position.
- Demonstrated ability to manage/master the overall primary responsibilities of a GC Estimator
- Proven track record of proactive approach to issues/management.
- Track record of establishing and maintaining a budget.
- Demonstrated success in working effectively with trade partner market and A/E teams.
- Demonstrated understanding of pricing task orders under a MATOC/IDIQ
- Demonstrated ability to take a leadership role on estimating projects from start to finish.
- Demonstrated ability to delegate, mentor, and lead associates.

WORKING CONDITIONS

The position requires work in an office environment.

Note: This job description reflects a summary of the job and does not prescribe or restrict the responsibilities that may be assigned. The job description is subject to change at any time. Alpha Energy and Electric, Inc. is an Equal Opportunity Employer.