

CONSTRUCTION ESTIMATOR

Company Background: Garco Construction, Inc. is an ENR Top 400 general contractor with offices in Spokane and Tacoma, Washington. In addition to self-performing a substantial amount of construction, Garco provides high quality design build services through our in house architect and design department, as well as through strong partnerships with local and national architectural and engineering firms. We achieve this by employing highly qualified people, emphasizing advanced technology, continuing education, high safety standards and quality control.

Key Responsibilities: The Construction Estimator will work in the office, and is responsible for assembly of accurate and complete cost estimates. The qualified candidate must be able to, among other duties assigned from time to time:

- Perform quantity take off and analyze plans, specifications and contract documents to prepare time, cost, materials and labor estimates
- Independently set priorities to meet bid submission deadlines
- Collect and evaluate bids from subcontractors and suppliers to ensure bids are complete
- Prepare estimates used by management for purposes such as planning, organizing, and scheduling work
- Develop strategies to win competitive bids
- Consult with clients, vendors, personnel in other departments or construction foremen to discuss and formulate estimates and resolve issues
- Prepare and maintain a directory of suppliers, contractors and subcontractors
- Attend pre-bid meetings and site visits to evaluate site conditions and unique site challenges

The ideal candidate will have demonstrated interpersonal skills with a variety of individuals and groups, clients, subcontractors, individual employees, jobsite teams, and company executives. The qualified candidate will also have strong relationship building skills, effective communication, and the ability organize and evaluate information and proactively find solutions.

Minimum Requirements:

- Bachelor's Degree preferred
- Minimum of 3 years related experience with a general contractor or construction manager preferred
- Exceptional verbal and written communication skills
- Experience in reading and analyzing blueprints, contract specifications, and electronic contract documents
- Knowledge of construction and building trades
- Proficiency in Word, Excel, and Power Point
- Experience with Sage Timberline Estimating Software, On-Screen Take-off and/or Bluebeam
- Pass a Pre-Employment Drug Test

Physical Demands: The duties of this job require the employee to regularly communicate with others in person, on the phone and/or via the computer, work primarily in an office environment and occasionally on a construction jobsite. The employee may occasionally need to lift and/or move up to 30 pounds, with or without reasonable accommodations.

Please send a cover letter, resume, and letter of interest describing yourself and why you want to work for Garco Construction to: hr@garco.com. This job opening will remain open until filled.

NOTE: Please review the VOLUNTARY Applicant Self-Identification Forms for Women/Minorities, Veterans and Individuals with Disabilities attached to this job posting. Completing the Form(s) is entirely voluntary; the information is kept confidential and is used to study efforts to attract diverse pools of qualified applicants and to ensure equal employment opportunity. If you choose to complete the form(s), please submit with your application materials. Garco Construction, Inc. is an equal employment opportunity / affirmative action employer. Garco Construction, Inc. provides equal employment opportunity to all employees and qualified applicants for employment free from unlawful discrimination based on race, color, religion, gender, age, national origin, disabled status, protected veteran status, marital status, sexual orientation, gender identity, genetic information or any other status or condition protected by local, state or federal law. We encourage qualified persons of every heritage, nation, gender, veteran or disability status, age, religion, sexual orientation, gender identity, or other protected status to apply. The federally required posting explaining the equal employment opportunity rights of applicants and prohibiting unlawful bias may be found by visiting this website: <http://www.dol.gov/ofccp/regs/compliance/posters/ofccpost.htm>