

Position Title: Roofing Estimator/Project Manager

Position Purpose and Objectives

A roofing estimator/project manager is responsible for bidding, selling and managing roofing projects.

- **Prepare accurate, timely estimates for potential jobs based on expertise**
- **Develop and maintain strategic relationships**
- **Manage projects for customer satisfaction, profitability and future process improvements**

Department: Sales

Department Supervisor: Chuck Babilla

Employment Status: Exempt (salaried) or Nonexempt (hourly) (Check one)

Specific Duties, Functions and Responsibilities

- **Know and stay abreast of design requirements, codes and materials; use expertise to prepare accurate and competitive proposals and contracts**
 - Review and understand scope of work and project specifications
 - Analyze blueprints, specifications, proposals and other documentation to prepare time, cost and labor estimates for products, projects or services
 - Review data to determine material and labor requirements and prepare itemized lists
 - Compute cost factors and prepare estimates used for management purposes such as planning, organizing and scheduling work; preparing bids; selecting vendors or subcontractors; and determining cost effectiveness
 - Organize product information, shop drawings and samples for submittals
 - Seek to constantly gain knowledge and improve ability to estimate all company products and systems
- **Develop labor estimates for potential jobs**
 - Work closely with drafting and project management in providing required estimating services
 - Use established labor and material markups for overhead and profit
 - Provide job packets to foreman to assist with job preparation for safety, HazCom, specifications and labor expectations
 - Interface with individuals in the organization to obtain support and commitment to the cost estimates
- **Develop and maintain relationships with manufacturers, distributors, suppliers and customers to strategically approach jobs and purchases**
 - Consult with clients, vendors or other individuals to discuss and formulate estimates and resolve issues
 - Secure required equipment/material process as required
 - Document customer feedback in job files

- Identify material cost trends to assist management in cost reduction and process improvement
- Identify and pursue potential business
- Be responsive to the needs of existing and potential customers
- **Track, manage and debrief all projects**
 - Purchase materials and equipment for all projects
 - Analyze completed projects to compare estimated costs to actual costs and determine reasons for discrepancies
 - Provide improvement recommendations to cost-estimating procedures to reduce future discrepancies between estimated and actual costs
 - Maintain accurate, complete and organized files
 - Maintain job communication for change-order management with field personnel
 - Follow up on outstanding estimates as required or assigned by the general manager
 - Assist the production department in scheduling and coordinating jobs
 - Act as project manager when required
 - Process manufacturer warranties
 - Review project assignments, plans procedures for construction on basis of starting and completion times, and analyze staffing and material requirements for each phase of construction
 - Confer with building owners / managers, direct supervisory personnel and subcontractors in interpreting specifications or blueprints, and coordinate various phases of construction to meet project and customer requirements and prevent delays
 - Confer with supervisors, vendors and inspectors to resolve problems and improve methods
 - Perform final walk-through with owner or building manager
 - Review jobs after close-out to determine overall job performance
 - Be responsible for communicating and coordinating with superintendents and/or foremen

Required Knowledge, Skills and Abilities

Work Skills – Estimators must exhibit technical and management skills necessary to bid, sell and manage roof system installations.

Effective communication – Ability to convey information, concepts and concerns to people with differing communication styles

Language skills – Ability to read, analyze and interpret:

- Legal documents
- OSHA regulations
- Work related documents

Oral communication – Speak in a clear and professional manner

- Participate in meetings

Written communication – Able to read and interpret written information

Math – Ability to work with mathematical concepts such as

- Add, subtract, multiply, divide in all units of measure using whole numbers, common fractions and decimals
- Rates, ratios, proportions and percentages

Technology – Ability to use phones, tablets and other technology tools; knowledge of and ability to use the following software applications:

- Database software

- Spreadsheet software
- Word processing software
- Analysis – Ability to read and interpret blueprints and specifications; collect and research data, and use intuition and experience to complement information

Roof system knowledge – Knowledge of various roof systems, materials, construction processes and theories; ability to design a roof system; desire to stay abreast of codes and other necessary information

Project management – Coordinate projects, communicate changes and monitor progress

Roof system installation – Ability to teach others roof system installation skills

Safety and security – Ability to identify, correct and report unsafe conditions according to company and OSHA standards:

- Report and/or correct potentially unsafe conditions
- Determine appropriate actions in addition to guidelines
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Quality – Knowledge to inspect and ensure attention to detail and quality

Productivity – Demonstrate the ability to meet and exceed productivity standards; works quickly and accurately

Budgeting – Ability to understand implications of change orders and loss/gain production on job budgets

Cost consciousness – Understand budgeting and implications to jobs

- Develop and implement cost-saving measures
- Work within approved budget
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Relational Interaction – Estimators must be able to thrive in a dynamic, interactive company environment as well as develop and maintain relationships outside the company

Customer service – Seek to help customers even in difficult situations; seek to maintain customer relationships

Problem solving – Understand complex problems and make decisions to benefit everyone as much as possible

Leadership, Management and Teamwork – Estimators must be able to work well with others within and outside of the company system.

Leadership – Exert informal leadership with individuals at all levels of a company as well as customers, vendors, manufacturers, suppliers and distributors

Management – Ability to juggle schedules, details and outcomes; prioritize and plan work activities; use time efficiently

Teamwork – Ability to work with others to accomplish goals; balance team and individual responsibilities; give and welcome feedback

Education and Experience

Essential (The following items are essential for applicants to possess.)

- High-school diploma or equivalent
- English fluency
- OSHA 10-hour card
- Valid driver's license
- Ability to use/learn business technology

Preferred

- Roofing industry experience
- Bilingual fluency
- OSHA 30-hour card
- Familiarity with local building codes
- Experience with estimating programs

Please submit all resumes and inquiries to:

Chuck Babilla, President of Babilla Roofing & Sheetmetal
219-712-1892 (mobile)
cbabilla@babillarroofing.com