

JOB DESCRIPTION

Job Title: Blueprint Takeoff Estimator
Department: Outside Sales
Reports To: Store Manager
Employment Status: Full Time, Exempt
Grade Level:

Job Summary

This position is responsible for estimating the materials required for individual projects. Estimates are determined by gathering proposals, working with blueprint specifications, and related documentation. A high level of communication skills, attention to detail and follow up, and customer service skills are essential to the effectiveness of this position. This position will be responsible for material estimates on new construction as well as renovations of existing structures.

Essential Job Duties / Responsibilities

- Concentrate efforts daily to support Northville Lumber's mission to **PLEASE. Provide a Legendary Experience Always Surpassing Expectations**
- Reviews documentation and blueprints in order to gain a full understanding of project requirements
- Sources out specified materials from existing and new vendors
- Selects, measures and tracks important metrics to produce valid estimates
- Suggests alternative and comparable products
- Understands and employs construction best practices
- Understands and applies local business codes
- Creates and reports estimates to management and customers
- Lists estimated materials with proper description, application and where used, and proper pricing
- Works in collaboration with Sales Team
- Maintains records of estimated costs and actual costs
- Develops and maintains long term business relationships with vendors, contractors, builders, architects, etc.
- Pursues any and all other endeavors as directed by General Manager

Skills, Knowledge and Abilities

- Must have (5) years' experience as a Blueprint Takeoff Estimator
- Must be proficient in math skills including calculation projections
- Must possess business skills including construction design
- Must have excellent verbal and written communication skills
- Must be proficient in Microsoft Office Suite and construction software applications
- Must be familiar with sourcing and vendor management
- Must possess good time management skills and organizational skills
- Must have ability to multi-task, must be diligent in follow up details
- Must have critical thinking skills and problem identification – solution skills
- Must possess solid judgment and decision making skills
- Must possess excellent negotiation skills

Physical Demands

The work environment and physical activity described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for long periods of time
- Ability to stand and walk
- Manual dexterity – reach with hands, arms
- Ability to lift or move 25 pounds
- Listening skills
- See details of objects less than a few feet away
- See details of objects more than a few feet away

Education

High school diploma or equivalent, some college coursework in blueprint specifications and estimating preferred

Job descriptions are only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. The responsibilities, tasks and duties of the job holder might differ from those outlined in the job description and other duties, as assigned by management, might be part of the job.

Job descriptions are not intended as and do not create employment contracts.