

Bovis Lend Lease, Inc.

Standard Position Description — Estimator I



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| Position Title | Estimator I | Exempt | X |
| Reports To | Senior Estimator | Non-Exempt | |
| Functional Area | Operations | | |

Job Summary

Fulfill the need for technical estimating preconstruction services. Depending on level of responsibility may include quantification of work items, preparation of conceptual estimates, bid solicitation, scope development and analysis, pricing and processing of computerized data. Generally deals with the least complex aspects of a project.

Essential Job Functions, Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

- Take off quantities from plans under the supervision of Estimator II and Senior Estimator,
- Prepare quality schedules from take-offs,
- Use Digitizer as a take-off aid,
- Input data into estimating software.

General Background and Minimum Requirements

- Must have four-year engineering degree or equivalent combinations of technical training and/or related experience,
- Entry level to 2 years of construction experience,
- Ability to take-off quantities,
- Ability to utilize estimating software,
- Proficient utilization of Digitizer,
- Proficient utilization of Excel spreadsheet,
- Preliminary understanding of pricing,
- Experience in soliciting trade/subcontractor bids,
- Strong communication, organization and analytical skills.

Working Conditions

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|-----------------------------|--------------|
| Standard Office Environment | 90 % of time |
| Travel Required | 5 % of time |
| Lifting Required | % of time |
| Continuous Standing | % of time |
| Exposure to Chemicals | % of time |
| Exposure to Loud Noises | % of time |
| Others (describe) | 5 % of time |

Jobsite visits required; must be able to inspect jobsite including climbing ladders, cluttered areas, working in bad weather, hazardous areas, dark conditions, etc.. to view the progress of construction.