

## Construction Estimator

<b>Location:</b>	Overland Park, KS
<b>Website:</b>	<a href="http://www.fsikc.com">www.fsikc.com</a>
<b>Employment Type:</b>	Full time
<b>Contact:</b>	Ryan Elder, Principal
<b>Email:</b>	<a href="mailto:ryan@fsikc.com">ryan@fsikc.com</a>
<b>Application Closing Date:</b>	Open until position filled
<b>Application Response Requirements:</b>	Application, Resume, Cover Letter and Personality Assessment

Facility Systems, Inc. is currently seeking an experienced Construction Estimator for our Architectural Products Division. Products include window treatments, demountable partitions, sound masking, acoustic panels, living walls, architectural ceilings/glass and signage/graphics. We are looking for a dynamic, team-oriented professional who thrives on the challenges associated with working in the A/E/C industry.

Facility Systems, Inc. (FSI) is a family-owned, facility management consulting and design firm located in Overland Park, KS. Our core services include in space planning, commercial interior design, furniture specification, AutoCAD documentation, facility management support and construction management consulting. Founded in 1985, FSI has been providing these services to companies in the greater Kansas City area and across the Country. Our architectural division was started in 2014 and has been steadily growing in both revenue and the solutions we offer.

The ideal candidate is experienced with the construction industry, computer programs and project management/estimating processes. They should be independent but able to work in a team atmosphere as well. This individual will be integral to the process of growing this division in both revenue and scope for years to come. The Estimator should be personable and able to communicate with a variety of people on many different levels of the project, from client to laborer. The person in this position will work closely with the Architectural Products Project Manager.

### Primary Responsibilities:

- Lead bidding/estimating efforts on all Architectural Product projects
- Provide conceptual estimates, detailed estimates and detailed self-perform work estimates
- Organize, research, and strategically plan for estimate preparation, pricing, scheduling, and final submission to the customer
- Determine which vendors and subcontractors to include in bidding and budgeting process
- Work with vendors to ensure proposals are accurate and received in a timely fashion.
- Develop/maintain positive relationships with clients, GC's and vendors through proactive communication and regular contact
- Coordinate and collaborate with Project Coordinator, Project Manager and Installation Manager
- Determine pricing to be used in final estimate
- Includes, but not limited to: quantity surveys and cost estimates, subcontractor/vendor proposals, research on tax laws, collective bargaining agreements, permits, etc.
- Write and submit Requests for Information as needed
- Maintain regular interface and open communication
- Interface regularly with team members, owners, architects, and engineers to ensure complete understanding of the project scope

- Ensure that team members, including vendors and subcontractors, understand initial project requirements and on-going updates to those requirements
- Research and analyze historical project data for application to current projects
- Work collaboratively with designers, working toward creative and cost-effective design solutions
- Assist with Value Analysis
- Responsible for the direction of bidding and estimating processes.
- Constantly look for ways to become more efficient in our bidding/estimating process and to be more competitive to win profitable projects
- Reliable transportation method to get to and from work.
- Must be dog friendly.

**Minimum Qualifications:**

- Associates or Bachelor's degree in a Construction related field or equivalent field experience
- Minimum 3 – 5 years of construction estimating experience
- Strong conceptual estimating ability
- Applicable mathematical skills
- Proven ability to fulfill all responsibilities for multiple, complex projects
- Detail oriented, sufficient enough to organize and manage multiple project tasks
- Possess basic understanding of construction law and generally accepted business practices
- Microsoft Office, project and pertinent web application skills at an intermediate level; experience with BlueBeam, BidBoard, ProCore and other bidding websites.
- Proven positive and professional attitude, and strong customer service skills
- Ability to interpret and communicate company policies
- Excellent time management and organizational skills with the ability to meet tight deadlines.
- Strong teamwork orientation, initiative, communication, problem-solving, and leadership skills
- Current driver's license

**Compensation/Benefits:**

Salary will be based on experience. FSI offers an industry-competitive compensation package including paid vacation, sick and holiday pay. Health, dental, vision and life insurance as well as a 401k plan are all offered.