



VENEKLASEN
CONSTRUCTION

Position Title: Estimator

Department: Estimating

About Our Company

Based in Grand Rapids Michigan, Veneklasen Construction has been building great structures since 1976. Veneklasen Construction focuses on all the important things, like taking great care of our customers to help them achieve their vision while at the same time taking care of our employees, our community, and the environment. Here, people are our priority. We have been recognized as one of West Michigan's Best and Brightest Companies to Work for twelve consecutive years and were named a National Best and Brightest Company in 2021. We are a growing medium-sized general contractor with a historically strong base of operations in Michigan and a growing national presence.

Position Summary

The Estimator works closely with their team, internal teammates, design team, and owners during the Design Phase to develop estimates that guide the design from conceptual to construction documents – Predominantly Design/Build. Assists the Project Managers to develop Scopes of Work, Project Proposals, and Value Engineering Updates. Assists teammates through the Construction Phase with pricing reviews for Change Orders and Bulletins.

Contacts

The Estimator reports directly to the Estimating Manager. The Estimator frequently interacts with Project Managers for project support, and occasionally with Business Development for proposal support and infrequently with Accounting for departmental budgeting updates.

Functions, Duties and Responsibilities

Preconstruction

- Attends design meetings and gives input based on budget, schedule and constructability
- Reviews construction schedules
- Assists in Value engineering, Buyout, and Post Bid Interviews
- Assists in strategy creation and execution for GC Bids
- Assumes PM Role through Preconstruction when needed
- Assists with LEED registration, documentation and submissions if applicable



- Assesses HVAC/Plumbing/Electrical/Architectural systems for value engineering purposes
- Provides Engineering Economics Analysis for Clients as required
- Updates scope of work templates
- Monitors material cost changes
- Uploads documents to Procore
- Solicits bids/quotes/budgets from trade partners as needed to assemble estimates and proposals

Estimating (Majority of time)

- Creates and reviews Program/Conceptual estimates
- Creates and reviews scopes of work used for bidding purposes
- Creates Site, Development and Construction Drawing estimates
- Performs Budget/Bid Analysis and updates cost data files and estimate templates
- Creates detailed proposals for to accompany estimates and assists Business Development with proposal/bid strategies
- Creates and manages RFI's, Addendums, Memos, etc. throughout the bidding process

Technical Expertise & Competencies

- Analyzes and compares bid proposals
- Attends project interviews to support preconstruction
- Creates bid summary based upon project scope and estimate
- Reviews pricing as requested from PMs
- Provides input and/or creates project schedules
- Reviews existing conditions for a facility and incorporates into estimates
- Designs processes/practices that can adapt quickly to changing business and market demands
- Can simplify complex processes and understands how to combine tasks into an efficient workflow
- Checks and edits own work or gets peer review to ensure accuracy
- Pays close attention to the specifics and details of every aspect of a project
- Uses thorough, consistent and applicable methods to approaching the work while being flexible when necessary
- Works to clearly understand an issue
- Anticipates, identifies and resolves challenges and obstacles
- Develops criteria for optimum solutions



Education/Experience/Knowledge

Education

Required:

- Associates degree in Construction Management or equivalent

Desired:

- Bachelor of Science degree in Construction Management or equivalent
- LEED Accredited Professional or equivalent

Experience

Required:

- 3 years construction estimator experience
- 3 years project management experience

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.)



Application: Employment Application

An Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details _____

Can you work any shift? Yes No

Can you work overtime, including weekends? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?
Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? If so may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement/ Referral Other

Have you ever worked for this company before? Yes No Explain _____

Do you know anyone who works for our company? ___Yes ___No If yes, who? _____

EDUCATION	Name and location of school	No. of yrs. Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	

Reason for leaving

From

To

Employer Name

Telephone

Job Title

Address

Immediate supervisor and
title

Summarize the nature of
work performed and job
responsibilities

Reason for leaving

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

Computer Skills (please describe):

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

Please read carefully before signing.

Veneklasen Construction is an equal opportunity employer. Veneklasen Construction does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation Veneklasen Construction to hire me. If I am hired, I understand that either Veneklasen Construction or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Veneklasen Construction has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Veneklasen Construction true and complete information on this application. No requested information has been concealed. I authorize Veneklasen Construction to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____