

# Civil Estimator

## Monterey Mechanical:

Located in Oakland, California, Monterey Mechanical Company is a mid-sized industrial contractor and metal fabricator. Our current annual revenues are approximately \$65 million with approximately 70% construction, 20% HVAC and metal fabrication and 10% industrial maintenance.

With more than 80 years of continuous service, we are passionate about providing our employees opportunity for career advancement and a great place to work. We are family-orientated and highly value the expertise and experience of our team.

## We offer:

- Career growth potential
- Outstanding company culture: work/life balance, friendly team environment, and employee recognition programs
- Opportunity to participate in community outreach programs and other charitable endeavors
- Competitive salary

## Position Summary:

Supervised by Chief Estimator; assists in preparation of time, cost, labor, estimates for supplies, equipment, or services related to earth, concrete, heavy engineering, and/or structural work by performing the following duties.

## Responsibilities:

- Reviews plans and specifications to determine material and labor requirements and prepares itemized costs.
- Visits work site to determine if existing conditions would affect the scope of work.
- Performs quantity take off and pricing for civil work on bid projects; including excavation, shoring and other site work such as paving, concrete sidewalks, curbs, gutters, fencing, landscaping, structural demolition, other architectural and structural, building specialty, and electrical work (as required).
- Prepares subcontractor/supplier invitation list.
- Clarifies estimate issues with design engineers.
- Responds to phone calls from subcontractors to review and/or discuss subcontractors' scope of work.
- Assists in drafting subcontracts for new projects as needed.
- Assists in preparation of construction shop drawings for architectural phases as required.
- Assists in coordination of civil work with mechanical estimators prior to bid to ensure full scope of work.
- Assists in preparation and review of estimated budget costs for awarded projects.

- Prepares estimating files for use by general engineering division and project managers.
- Performs other duties as assigned.

**Qualifications:**

- Requires an Bachelor's Degree (B.S.) in engineering or its equivalent from an accredited institution or has five years progressive experience and/or training; or equivalent combination of education and experience.
- Ability to accurately compute costs in a timely way using a computerized database.
- Ability to accurately calculate figures and amounts that include but are not limited to interest, percentages, basic algebra and geometry.
- Ability to work cooperatively with supervisor/s, co-workers, managers, employees, business associates and customers.

**Physical Requirements:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to exert 10 to 20 pounds of force or more frequently, and to lift, carry, push or otherwise move objects.
- Work involves sitting, standing, walking, kneeling, bending, and climbing for varied amounts of time.

**Salary Range:**

\$130,000 to \$150,000 Annually

- Pay may vary based upon relevant experience, skills, location, and education among other factors.

Equal Opportunity Employer, M/F/D/DV

Monterey Mechanical is an equal opportunity employer and is strongly committed to implementing its Equal Employment Opportunity/Affirmative Action Policies. We will not discriminate against any person on the basis of ancestry, marital status, race, religion, color, national origin, sexual orientation, gender, disability or medical condition.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.