



Assistant Estimator

About the Company

Black Mountain Construction builds and remodels exquisite master crafted homes, estates, and high-rise interiors in the San Francisco Bay Area, Napa, Lake Tahoe, and surrounding regions. To see what we do and who we are, visit blackmountainconstruction.com.

Position Overview

The Assistant Estimator works closely with the Director of Preconstruction and Estimating and is responsible for preparing budgets, estimates, and pre-bid packages for high-end residential construction projects. Responsibilities also include working with the project management team in establishing a bidders list, soliciting, and evaluating subcontractor proposals and scopes of work, preparing quantity surveys, and reviewing project plans and specifications for constructability and value engineering in all CSI (Construction Specification Institute) categories of work related to custom home construction. The company provides in-house, employer-paid training and opportunities for growth.

Essential Job Functions

- Reviews and thoroughly evaluates requests for estimates.
- Conducts thorough analysis of all drawings, specifications, and other bid documents.
- Identifies priorities and aligns with operational goals of the department.
- Provides critical and strategic input to potential estimate options to enable the best chance of project success.
- Is investigatory to understand the full scope of work and any project specific considerations that have cost impacts.
- Executes take-offs of construction documents for unit price estimates.
- Obtains pricing from material and equipment suppliers.
- Obtains bids and takes responsibility for review and contracting of trades.



- Prepares bid leveling analysis comparing all inclusions, exclusions, and their associated costs for each scope of work.
- Defines and provides a calculated estimate when predetermined standard(s) are not available.
- Attends departmental meetings as required.
- Provides our clients and your co-workers with the highest level of service and quality.

Competencies

- Demonstrated analytical and problem-solving skills.
- Highly organized with strong time management skills.
- People Management Skills
- Results Driven
- Communication Proficiency
- Full knowledge of computer software, i.e., MS Excel, MS Project, Procore and Bluebeam

What We Offer

The company offers the following benefits and pays 100% of medical, dental and vision premiums for employees and their dependent for Kaiser HMO plan and a buy-up option for an Anthem PPO plan.

- Medical
- Dental
- Vision
- Life Insurance
- Simple IRA with 3% matching after 6 months of employment
- Paid Time Off of up to 80 hours within a year
- 10 Paid Holidays
- Fun company events



Why Work with Black Mountain Construction?

We are a fun, easygoing bunch of professionals who take a lot of pride in the work we do. We acknowledge the contributions and talents of our biggest asset (our team members!) by providing recognition, on the job training and opportunities for advancement. We're looking for someone with a high-level of integrity, who shares our values as a business.

Black Mountain Construction is an Equal Opportunity Employer and will consider qualified candidates for employment pursuant to the San Francisco Fair Chance Ordinance.