



## **Ghilotti Construction Company**

# **Job Description**

### **Jr. Estimator**

**GHILOTTI CONSTRUCTION** is an industry leader and has a broad Viewpoint of skilled specializations that extend to both the public and private sectors. Ghilotti has developed a depth of expertise in performing a wide array of private and commercial works. GCC has been an integral part of the Northern California landscape since 1914 by providing superior quality general engineering construction services. Our services include demolition, grading, paving, soil stabilization, underground utilities, concrete curb and flatwork, retaining walls, and structures and bridges.

### **JOB SUMMARY**

Responsible for earthwork construction material quantity take-offs utilizing AGTEK software. Work with estimating staff in bid process. Complete other estimating department work as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist estimating department with earthwork bid/estimate setup including interpret drawings and specifications.
- Coordinate AGTEK earthwork takeoffs, reviewing plans and specifications.
- Maintain document products to ensure effective use of the system and documents that result in member/customer satisfaction.
- Complete other estimating department work as needed.
- Supports achievement of the company's organizational goals and objectives by being cross trained and cross training others to increase knowledge and ability to perform different tasks.

### **EQUIPMENT USE**

- Telephone – Frequently
- Small Hand Tools – Frequently
- Copier – Occasionally
- Computer - Heavy

### **SOFTWARE USE**

AGTEK Software, some CAD LT, Microsoft Office Suite

### **QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE, LICENSES, AND CERTIFICATIONS**

One year's experience, schooling, or background in any of the following: CAD, AGTEK, computer drafting, construction management, civil engineering, engineering or computer technology. Must have strong communication skills.

### **SPECIAL CONDITIONS OF EMPLOYMENT**

Pre-employment background screening investigation results that are acceptable to GCC at GCC's sole discretion.

- Drug/alcohol test (negative test results).

- Background/security clearance.
- Valid driver's license and clean driving record.

### **MENTAL DEMANDS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.