

## Renovia Job Profile

<b>Role/Title:</b> Estimator	<b>Department:</b> Estimating	<b>Location:</b> Indianapolis, Indiana for 12-24 months with eventual transfer to Tampa or North Carolina
<b>Reports To:</b> Senior Estimator	<b>Date:</b> October 16, 2017	

Renovia is a nationwide, award-winning customer experience provider in commercial painting and related services.

Our passion lies in building relationships with customers to solve their problems. All projects begin with a foundation of respect and trust, which we embrace as an opportunity to prove our reliability and expertise. Success is measured in our ability to consistently deliver timely, professional, quality work that allows us to continue strengthening these relationships.

At Renovia, our painting expertise is the framework of our business, yet our goals are greater. We're dedicated to improving lives by providing lasting, positive impact in the communities we serve.

For more information about Renovia, visit [www.renovia.com](http://www.renovia.com)

**A. Job Summary** The Estimator is responsible and accountable for acquiring all details and specifications for a project such as measurements, structural considerations, materials, labor and equipment needs, and then determining costs for each. The Estimator visits project sites to gather data, researches costs and ensures the project details are accurately submitted on time. This role primarily interfaces with *internal* customers such as Sales and Production.

**B. Job Responsibilities**

1. Monitor opportunities submitted by sales in Salesforce to identify which have open take-offs
2. Work with the Estimating team to determine who will take a project, depending on the estimated date to complete, project location and Estimator availability
3. Review the Scope of Work in Salesforce that was provided by the customer
4. Use Google Earth to analyze the overall project layout and to identify potential access issues to be aware of while on site
5. Review the different pricing options that the customer has requested, to assist in proper take-off
6. Visit project sites to perform take-offs (measurements) and evaluate building surface conditions
7. Take photos at project sites and edit photos in PhotoFiltre
8. Complete estimate spread sheets for each project
9. Review pricing options to determine total costs for labor, materials and equipment and use historical data to ensure costs are appropriate
10. Write proposals to include pricing options determined from spread sheets and scope of work
11. Input detailed and accurate information in Salesforce pertaining to project costs and specifications

12. Deliver Key Performance Indicator (KPI) outcomes related to data accuracy and efficiency (days in estimating), revenue, gross margin, and bid due date
13. Communicate and collaborate with *internal* customers such as Sales Managers, Project Managers, senior leaders, etc. as needed through the estimating cycle to ensure alignment
14. Balance frequent travel and time in the field requirements, with time needed to complete detailed data input and complete proposals
15. Participate in weekly company huddle and team meetings
16. Identify opportunities where additional services can be offered on a project then communicate those to project stakeholders

**C. Competencies/Skills Required**

1. Attention to Detail: Pursue quality in obtaining specifics needed for projects by performing tasks thoroughly and carefully with few errors.
2. Research and Data Collection: Identify, collect, and organize data for analysis and decision-making related to pricing, costs and gross margins for projects.
3. Communication: (oral and written): Ensure information flow between internal customers such as Sales Managers and Project Managers is timely, thorough and accurate.
4. Time/Self-Management: Manage and prioritize own schedule and coordinate with other resources and team members to achieve goals and successful project completion.
5. Collaboration and Teamwork: Establish a working relationship with project stakeholders such as Sales Managers, Project Managers, and support resources.
6. Integrity and Ethics: Earn others' trust and respect through consistent honesty and professionalism in all interactions.

**D. Education/Knowledge/Requirements**

- Previous experience in the paint or construction industries
- Experience with web based CRMs and project management software
- Experience with Excel or Microsoft Suite preferred
- Local and regional travel
- Must be willing to relocate after initial training and onboarding period is completed (12-24 months) to Tampa or city yet to be determined in North Carolina

**2017 Outcomes/Measures of Success\***

1. Achieve project gross margins at or above estimates
2. Meet Key Performance Indicators for labor, material and equipment costs
3. Collaborate with Sales and Project Managers to achieve project timelines and cost goals
4. Complete data, measurements, materials specs with complete accuracy