

## Renovia Success Profile

<b>Role/Title:</b> Estimator	<b>Department:</b> Operations	<b>Location:</b> Indianapolis, Indiana Tampa, Florida Nashville, Tennessee
<b>Reports To:</b> Pre-Construction Manager	<b>Date:</b> February 22, 2018	

**Company Overview**

Renovia is in the construction field with a concentrated focus on coatings and repairs.

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 further information on Renovia, check us out online at [www.renovia.com](http://www.renovia.com)

To apply for this position, please email your resume' to Mike Lantz at [mlantz@renovia.com](mailto:mlantz@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 Estimating.

**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 completion, 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)
7. Take photos at project sites and edit photos in PhotoFiltre
8. Review pricing options to determine total labor costs, total material costs and equipment costs
9. Complete spread sheets for each project
10. Write proposals to include pricing options determined from spread sheets
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 and gross margin
13. Communicate and collaborate with *internal* customers such as Sales Managers, Project Managers, senior leaders, etc. as needed through the project cycle
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

**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 Salesforce a plus
- Experience with Excel or Microsoft Suite preferred
- Local and regional travel