**Renovia Success Profile**

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| **Role/Title:** Estimator | **Department:** Operations | **Location:** Indianapolis, Indiana |
| **Reports To:** Pre-Construction Mgr | **Date:** April 27, 2021 |  |
| 1. **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, identity’s costs and ensures the project details are accurately submitted on time. This role primarily interfaces with *internal* customers such as Sales and Production.
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| 1. **Job Responsibilities**
2. Monitor opportunities submitted by sales in Salesforce to identify which have open take-offs and work with the Estimating team to determine who will take a project, depending on the estimated date to complete, project location and Estimator availability, and confirm with sales any discrepancy on due dates.
3. Review the Scope of Work in Salesforce and project specifications that was provided by the customer/vendor and the different pricing options that the customer has requested to assist in proper take-off
4. Use Google Earth to analyze the overall project layout and to identify potential access issues to be aware of while on site and build a take-off plan to achieve goal
5. Visit project sites to complete site audit report of work, perform take-off measurements, evaluate building surface conditions, plan project access, and identify areas for additional services to sell
6. Follow VEP processes to complete project take offs virtually.
7. Complete estimate spreadsheet for each project that align the problem to be solved with the site conditions and enter the scope of work into SalesForce that match the customers requested breakouts
8. Review pricing options to determine total costs for labor, materials and equipment and use historical data to ensure costs are appropriate
9. Communicate and collaborate with *internal* customers such as Sales Managers, Project Managers, senior leaders, etc. as needed through the project review to ensure alignment, areas of improvement, and ways to win the project
10. Communicate and collaborate with *external* vendors to ensure project specification alignment
11. Balance competing demands of travel and time in the field requirements, with time needed to complete detailed data input and estimates
12. 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**: Ability to achieve thoroughness and accuracy with a precise way of planning, organizing and managing activities with specific details. Very good at executing the details of a plan.
2. **Problem Solving**: Having a good process to use when approaching an issue and can quick, efficiently and effectively resolve.
3. **Research and Data Collection**: Identify, collect, and organize data for analysis and decision-making related to pricing, costs and gross margins for projects.
4. **Communication**: Using language, verbal and written, to share and collect information, exchange ideas and openly explore a variety of perspectives while being flexible to adjust style and content to each unique person, audience and situation.
5. **Time Management**: Able to plan and exercise conscious control of time spent on activities
6. **Collaboration:** Establishes a strong working relationship with team members, customers, and stakeholders to improve outcomes.
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| 1. **Education/Knowledge/Requirements**
	* + Preferred experience in the paint or construction industries
		+ Proven experience working on an team and influencing through relationships
		+ Preferred experience with web based project management software
		+ Proficient with Excel and Microsoft Suite
		+ Capable of traveling weekly with 8-12 overnights per month
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| **2021 Outcomes/Measures of Success\*** 1. Accurately account for all costs associated to complete the project within 5%
2. Accurately measure the project within 5% and assess repairs to be made
3. Meet Key Performance Indicators for estimate due date and time in estimating
4. Collaborate with Sales and Project Managers to achieve estimate timelines
5. Review work completed to identify efficiencies and improvements
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