

POSITION: Chief Estimator

LOCATION: Norfolk, VA 23502

VIRTEXCO Corporation is a general contracting and construction management firm founded in 1976 on the core ideals of integrity, mutual respect, and passion for our work. VIRTEXCO has locations in the Hampton Roads and Richmond, Virginia areas, enabling us to serve the needs of customers throughout Central and Eastern Virginia. We always strive to uphold our founders' beliefs: that safety always comes first, everyone involved in a project must be treated equally and fairly, the customer's happiness is paramount, and always to enjoy what you are doing

JOB DESCRIPTION: Plans, coordinates and directs the estimating functions, including administering operating budgets, staffing, work assignments, salary and performance reviews, etc. Develops and implements all department standards and procedures, and is responsible for review of all final estimates packages to ensure accuracy and completeness.

Responsibilities/ Duties

- Reviews and evaluates requests for estimates.
- Prepares weekly bid calendar and ensures timely completion of estimates.
- Manage multiple projects.
- Reviews estimates and revisions for completeness and accuracy.
- Be able to work independently and with a team.
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead cost incurred in the installation of items.
- Problem solving
- Where predetermined standard(s) are not available, makes an estimate.
- Review plans and specifications.
- Creates job folders.
- Maintains and improves precision database.
- Attend Pre bids.
- Develops and maintains cost data, including labor and equipment rates, installation methods and production rates.
- Develops and maintains estimating procedures and guidelines
- Review subcontractors scope.
- Prepares reports as needed.
- Attends networking functions
- Self starter.
- Sets departmental budget and goals for the year.

- Makes sure that the department functions efficiently and effectively by purchasing equipment and materials as needed.
- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Attends branch meetings as required.

Competencies

- Problem Solving.
- Communication Proficiency.
- Leadership.
- Strategic Thinking.

Qualifications

- Associate degree in relevant field.
- 8-10 years experience
- Related Field experience

Preferred Education and Experience

- 8-10 years experience
- Associate degree in Construction Science, Construction Management or Equivalent combination of training and work experience.

Supervisory Responsibility

Directly supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work.

Please submit application and resume to hrdepartment@virtexco.com

EOE/M/F/Disability/Vet