

2400 Ritter Drive
Daniels, WV 25832

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Golf Course Estimator & CAD Position

Summary of Position:

- Certified Golf Course Builder is searching for a Construction Estimator with a minimum of seven (7) years' experience. We are an East Coast based golf course builder with a proven track record of success with the golf industry's top golf course architects, consultants, and professionals with offices in Daniels, WV, Pittsburgh, PA, and Raleigh, NC.

Essential Job Duties:

- Must properly qualify new opportunities by collecting essential information to prepare for the initial site visit and scoping of work
- Responsible for the development of detailed take-offs and creation of necessary scope of work documents for the full and comprehensive project details and requirements; including final As-builts
- Read, review, and evaluate golf course plans and specifications to develop project scope of work which then drives the estimating process
- Coordination of specific vendor and subcontractor site walks to facilitate effective scope development
- Facilitates effective vendor and subcontractor negotiations, and buy out as a part of the estimating process
- Effectively assesses, clarifies, and validates client needs through use of request for information
- Works to pre-determine an estimated project schedule, scope, and budget and facilitates team members in establishing the job specifications to meet client and Company objectives
- Assembles scope of work, pricing, conditions, and qualifications and ensures proper approvals are received prior to proposal submittals
- Provides required material submittals when required
- Responsible for delivering scope of work, material submittal, and bid proposal
- Maintains a positive relationship between the Company, vendors, subcontractors, and Client
- Builds and maintains a network of qualified vendors and subcontractors necessary to price and estimate new opportunities to ensure Company is competitive
- Participates in pre-Construction meetings with Sales, Construction, and Client
- Maintains a complete knowledge of all operations systems, policies, and procedures
- Performs other duties as necessary or assigned

Qualifications:

- Minimum of seven (7) years' estimating and CAD experience (required)
- Proficient in Bid 2 Win, MS Office Suite, and AutoCad
- Bachelor's Degree (preferred)

Benefits:

- Ability to work from home or in Daniels, WV
- Compensation Commensurate with Experience
- Health, Dental, Vision, & Life Insurance
- Paid Holidays
- Paid Vacation
- 401(k)

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Golf Course Renovation and Restoration/Golf Course Irrigation/Golf Course new Construction