

Paragon Sports Constructors
Job Description: Estimator
April 2022

Paragon Sports Constructors is a turn-key contractor of natural and synthetic turf sports fields, running tracks, and tennis courts. We also manage small stadium and facility renovations that include lighting, bleachers, press boxes, parking, pavements and ancillary buildings. We are one of the leading sports facility contractors in the south-central United States and are seeking an Estimator for our office in Fort Worth Texas. The successful candidate will help estimate sports facility, sports field, and running track construction projects throughout Texas, Louisiana, Oklahoma, and Arkansas.

The Estimator is responsible for soliciting and preparing bids and proposals, some purchasing and delivery of materials to active construction projects. Estimator shall report to the Chief Estimator and is expected to understand all aspects of the civil construction as related to sports facilities. Estimator shall be proficient in reading and understanding plans, specifications, and other construction documents and requirements. Occasionally the Estimator will be required to assist in the preparation of proposals or presentations in the effort to secure project awards.

The Estimators duties include but are not limited to:

- Reviewing construction documents and potentially visiting the project site to preparing accurate quantity takeoffs for estimates.
- Preparing scope sheets for self performed as well as subcontracted work.
- Submitting Requests for Information (RFI's) in a timely manner to design and construction teams during bidding and occasionally during construction.
- Sourcing and soliciting qualified subcontractor and material supplier pricing requests in a timely manner.
- Maintaining a database of qualified subcontractors for various trades and scopes of work.
- Assisting the Bid Coordinator in proposal preparation as needed; supplying sub-contractor information, quantities, product data, or other information as required by specifications for the successful proposal submittal.
- Providing value engineering options for proposals and active jobs.
- Assisting in scope review during estimating and contract negotiation processes.
- Working with Project Management team to assist in the material buy-out and preparation of subcontractor work orders for awarded jobs.
- Assisting Project Managers and Contract Administrator with preparing the Schedule of Values, submittals, and accounting system budgets for awarded projects.
- Preparing thorough documentation for project hand-off to Project Managers/Operations Department on awarded/contracted jobs.
- Assist the Project Management team in accurately pricing requested/necessary change orders on awarded project throughout project construction.
- Assisting in the evaluation of bid vs performed costs and in the preparation and review of historical cost data as feedback for future estimating.
- Helping develop and manage relationships with key subcontractors, vendors and suppliers.
- Occasionally attending pre-bid and pre-construction meetings as needed to determine existing conditions and gather necessary information for final contract pricing.

- Supporting the field by occasionally visiting the jobsite and responding to technical inquiries during active construction jobs.
- Assisting the Project Manager(s), Contract Administrator, and Superintendent(s) in assembling close-out documents including as-built drawings, warranty, and maintenance manuals, testing and inspection reports and other documents as may be required.

Qualifications:

- Associates or bachelor's degree from accredited college or university in engineering, construction management, or related field preferred.
- Familiarity with virtual bid boards and various estimating software platforms
- Five (5+) years' experience in construction estimating; prior experience in civil construction estimating preferred.
- Excellent computer skills including: Microsoft Office Suite including Excel and Project. AutoCad experience a plus.
- Ability to read and interpret construction documents including plans and specifications and other construction documents and reports.
- Able to manage multiple projects simultaneously and able to adapt to changing demands and priorities.
- Maintain a positive attitude.
- Good communication skills via email, phone, and in person.
- Dependable and able to take initiative on anticipating needs/duties/deadlines for upcoming bids and proposals.

Additional Details and Benefits:

Compensation is based on candidate's experience. This position is a salary plus bonus opportunity based on a combination of individual and company performance.

Full-time employee benefits include:

- Medical, dental, & vision insurance
- Health savings account
- Short term & long-term disability
- Company paid life insurance.
- 401K with company match
- Paid time off

Additional perks include:

- Eligibility for annual bonus
- Casual work environment
- Occasional remote work
- Access to Rangers baseball games in company suite
- Company events / cookouts / swag
- Large pool of long-term tenured employees who are happy to work together.

Qualified candidates should submit a resume and cover letter to:

Traci Pinkerton
recruiting@paragon-sports.com