



Job Description – Fox Home Innovations

Job Title: Estimator

Report To: Sales Manager

Effective Date: TBD

Position Summary:

The Estimator is a key role inside of Fox Home Innovations, LLC. This person is very detail-oriented and works at a steady pace without direct supervision. The key responsibility is to create & maintain an accurate project estimate through the design and production processes. This is done by verifying all information is correct and ensuring our trade contractors and suppliers have clear scope of work for jobs and confirm that all bids are accurate. They must have a full understanding of all other FHI job costs and procedures.

Qualifications:

- Bachelor's Degree in a relevant field preferred
- Minimum of 3 years residential Construction Experience
- In-depth understanding of construction and process
- Good communication skills, personable with a sense of humor
- Knowledge of Microsoft Word & Excel, Web-based applications
- Strong knowledge of proper English, spelling, grammar, punctuation, and word usage
- Ability to communicate concepts, thoughts, and ideas both written and orally to others
- A working knowledge of all trades associated with residential construction
- A demonstrated ability to understand simple plumbing, heating, and electrical systems
- An understanding of the Building Code as it applies to residential construction
- A demonstrated ability to create, read, understand, and communicate through residential construction plan sets
- A proven ability to work with people, trades, and customer relationships
- Must have strong organization, communication, and project supervisory skills
- Personal vehicle to get to and from worksite/showrooms and capable of transporting all necessary samples/materials
- Mathematical and analytical skills necessary to do material take-offs and full estimates

Goals, Duties and Responsibilities:

The Estimator is an integral and vitally important part of the FHI team, with responsibilities to the production and sales departments. Additionally, their responsibilities extend to upholding the reputation of the FHI name as well as estimating projects that will have a profitable outcome for the company.

Estimator's Primary Responsibilities:

- Always deliver an exceptional client experience.
- Work with Designers to assist in project development both from the budget side and technical side.
- Create all Scope of Works to be bid, send out and manage all trade/supplier bids/estimates.
- Complete Site Review at Initial Measure and consider any current conditions for project success and estimating
- Maintain current knowledge of construction codes and implement changes as required
- Complete all Necessary Take off Materials/Trades/Labor for each construction division in the budget.
- Complete Final Plan Review prior to production hand off and give Designers all necessary feedback/revisions for project success
- Assemble all necessary Bid/Material Packages, complete all Special Orders for any material excluding selections handled by designers. This to include windows, doors, specialty trim, framing etc.
- Build and Maintain Trade/Supplier Relationships and complete Trade Onboarding
- Work with Designers so that client's homes are accurately measured and photographed for documentation of existing conditions by following Fox home Innovations Measurement Procedures.
- Work with all outside Trade Partners to provide Bids & Estimates.
- Research specific items and materials as necessary to meet the varying needs of each client/project.

Sales/Marketing:

- Participate and potentially coordinate as requested in trade shows and other marketing events.
- Work with Designers to Give Pricing Range Options based on the Options provided from the Designers.
- Review designs as needed with Designers Project Managers for construction feasibility and cost implications before presenting any final costs to clients.

Production:

- Visit Job sites during production when necessary to gain feedback of job costs for more accurate estimating
- If needed supply information or assistance with change orders.
- Pass along all necessary project information in a complete and organized manor to Project Manager.

Administrative:

General

- Participate in weekly FHI Meetings as required by agendas and appointments.
- Create necessary Estimating procedures/processes as needed for growth inside of the Sales/Design Department.
- Assist in create and maintenance of production binders.
- Provide phone back up, and office help as needed.

Technology

- Chief Architect
 - Become Familiar with Design Software for take off and technical drawing feedback and support.
- Buildertrend
 - Create and Manage the entire project estimate inside of BuilderTrend
 - Complete all necessary bid packages for each phase of the project
 - Communicate with all Trades/suppliers through Buildertrend on awarding of projects and project communication.

Leadership:

- **The Estimator will embrace, support, enable and promote the FHI Core Values and Core Focus**
- The Estimator will always maintain a positive attitude towards FHI, other team members, office staff, vendors/trades, and FHI customers.
- Support and promote all FHI policies, procedures, and initiatives in a positive manner.
- Bring any, and all, negative issues to the attention of the GM immediately. Aid in the solution of these issues.
- Ensure all non-employee vendors and trades maintain the highest regard for FHI when on our sites or communicating with our staff or clients.
- The Estimator will lead by example.
- Consistently act with honor, dedication, and focus.
- The Estimator will continually educate and improve both professionally and personally.
- Show an initiative to learn new skills, gain new information, grow creatively, and pursue continuous improvement.
- Provide encouragement, recognition, constructive feedback and coaching to all team members.
- Resolve all conflicts in a manner which benefits all parties involved.
- FHI, whenever possible, will support all employees both professionally and personally through training, education, and a positive, healthy work environment.

Fox Home Core Values

- ☐ **Professionally Deliver an unequaled client experience**
- ☐ **Focus on building lasting relationships**
 - ☐ **Unrelenting attention to detail**
 - ☐ **Tackling adversity with positivity**
 - ☐ **We grow and have fun together**

Core Focus:

Client experience, through relationships & Innovation

Our Niche:

Being experts in Residential Design & Remodeling

I agree with this description of the work I am to produce as a Estimator of FHI and to the level at which I am to perform my duties. Additionally, I understand that Fox Home Innovations, LLC holds the right to modify and change this job description at anytime.

Signature _____ Date _____
(Estimator)

Fox Home Innovations, LLC is an equal opportunity employer and does not discriminate on the basis of race, religion, color national origin, age, sex, gender, sexual orientation, disability or any other characteristic protected by law.