

## Construction Project Estimator –

### Construction Project Estimator Job Responsibilities include

A construction project estimator prepares detailed estimates by collecting and analyzing data in order to estimate the time, money, materials, and labor required for restoration and remodeling projects.

- Prepares accurate scope of work to be accomplished by inspecting loss or renovation sites and determining the cause of damage and best method of repair or remodel.
- Prepares detailed cost estimates for restoration and remodeling projects, plus associated insurance claim supplements and change orders in a timely manner to meet program and residential upload requirement goals.
- Uploads estimates in all required software (Xactimate, XactAnalysis, Proven Solutions).
- Maintains proficiency in XactAnalysis, Xactimate, and updating project status, drawings, photographs, and cost estimates in a timely manner. Obtains at least Level 1 Certification of Xactimate.
- Maintains current knowledge of construction/building codes and safety practices.
- Develops and maintains relationships with insurance agents and adjusters in an effort to secure additional opportunities. Maintains current knowledge of insurance company procedures.
- Sets appointments with property owners as required to determine the scope of work, provide cost estimates and address any issues concerning cost estimate details. Obtains paperwork required from the customer, including but not limited to signed work authorizations, deductible payments, and initial payments necessary to secure the sale of the job.
- Resolves cost discrepancies by collecting and analyzing information.
- Responsible for obtaining approval on the initial scope and any supplements from insurance adjusters, property managers, homeowners, etc.
- Maintains quality service by following organization standards.
- Participates in weekly production meetings.
- Conducts peer reviews of written estimates from other Highland estimators to ensure accuracy.
- Tracks time for each project.
- Conducts pre-construction meetings with Project Managers on all projects.

### Qualifications and Skills

- At least 2 years of relevant field experience with fire/water restoration and/or construction.
- Good knowledge of construction methods and procedures.
- Self-starter with excellent communication and customer service skills.
- Good working knowledge of Xactimate, preferred, plus knowledge of computer business software.
- Follow established safety rules and regulations to maintain a safe and clean environment.
- Good time management skills, professional dress, and behavior.

All applicants must pass a background check, drug screen, and have a clean driving record to be considered for employment.

### Highland offers the following benefits to full-time employees after 90 days

- Health Insurance
- Vision and Dental Insurance
- Short term disability
- Retirement Account - Simple IRA
- Paid time off and paid holidays
- Company apparel
- Company vehicle and cell phone

**Job Type: Full-Time- Pay: Based on experience/Negotiable**