



community
housing
partners

Construction Estimator Position available in Christiansburg, VA

Community Housing Partners (CHP) is seeking an experienced Construction Estimator to develop estimates for single- and multi-family residential housing construction projects. CHP is a regional, not-for-profit housing and community development corporation serving communities in VA, NC, KY, and FL. Our primary business is the preservation and construction of green, sustainable, affordable single- and multifamily housing. CHP has in-house development, architecture, construction, energy services, and housing management departments, many of which have won national awards for design, environmental sustainability, and excellence in affordable housing.

Typical duties of the position will include performing site/elevation analysis and reviewing construction documents and blueprints to develop accurate cost estimates and budgets, estimating the amount and type of material required to deliver finished product according to contract, preparing cost analysis reports for VP and other key staff, and communicating regularly with project manager(s), vendors, suppliers, and other third parties. May act as Project Manager on small/special projects as assigned.

The successful applicant will have thorough knowledge of building and construction codes and building practices, 5 years of experience in building/construction trade or equivalent knowledge of building/construction science, proficiency with understanding and interpreting blueprints/specifications/design plans, proficient with all Microsoft Office products/MS Project/Timberline, excellent communication skills, and strong work ethic.

This is a full-time position with competitive pay and excellent benefits. Working hours may vary, and up to 50% travel is required. Please see complete job description below.

If you are interested, please complete the application here on the careers page of our website and email your resume to chpjobs@chpc2.org . Open until filled.

CHP is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.

Community Housing Partners Corporation

Job Title: Construction Estimator

Reports To: Vice President of Construction

Classification: FLSA Exempt (Administrative Professional)

Job Summary

The Construction Estimator develops estimates for construction projects, including materials, labor cost, man-hours, equipment and other typical periphery costs associated with construction of single-family and multi-family residential housing. Customary tasks include site visits to assess topography and other site considerations which may have bearing on cost, meet with clients to assess needs, and ensure compliance with completion dates by working closely with Project Managers, material suppliers, and other key third parties.

Essential Duties and Responsibilities

- Perform site/elevation analysis and review construction documents, blueprints, diagrams or other items to provide accurate cost estimates and budget for construction project(s)
- Estimate the amount and types of material required to deliver finished product in accordance with contract and other specifications to determine final project cost with a high degree of accuracy
- Communicate and coordinate with Project Manager(s) to estimate completion time/duration of project with high degree of accuracy
- Maintain knowledge of materials, including new advances/equipment/tools that may impact duration and/or quality of project
- Build relationships with vendors and direct-source suppliers to conduct competitive bidding, negotiations, and writing subcontract agreements to ensure quality and durability consistent with CHP/CDC expectations and budget throughout all project phases
- including negotiating and writing subcontract agreements
- Develop relationships with third-parties to identify clients and market construction services for new business
- Maintain continuity among all key partners by documenting and communicating irregularities and remedial actions or continuing needs as necessary
- Prepare reports for VP and other key staff by collecting, analyzing and summarizing information affecting cost
- Demonstrates effort to continuously improve operations, maintain exceptional customer service, and work cooperatively and jointly to provide quality service
- Working hours may vary, but schedule is usually Monday – Friday from 8:00 AM – 5:00 PM with a one-hour unpaid lunch break. Additional hours, evenings, or weekend work may be required as work demands dictate.
- Regular attendance and punctuality are required.
- Employee will provide their own reliable transportation to/from work. Company vehicles are provided for work-related travel only.
- Maintain professional/technical knowledge through workshops, trade affiliations/societies, and publications.
- May act as Project Manager on small/special projects as assigned
- Other duties as assigned by supervisor

Knowledge, Skills and Abilities

- Knowledge of applicable Building/Construction codes and industry accepted building practices.
- 5-years experience in building/construction trade or equivalent knowledge of building and construction science.
- Strong analytical/mathematical skills and attention to detail.
- Excellent work ethic and demonstrated ability to provide quality deliverables, with strong ability to maintain large amounts confidential data and information securely.
- Knowledge of common building materials and their appropriate limits, uses, and applications.
- Applied knowledge of concepts and operations for the construction industry.
- Proficiency with understanding and interpreting blueprints, specifications, and design plans.
- Proficient in verbal and written communications, including ability to draft documents with proper sentence structure, spelling, grammar and punctuation.
- Strong interpersonal and relationship-building skills with ability to work unsupervised and in a team-environment.

- Proficient with Microsoft Office Suite, MS Project, Timberline, and other construction software applications.
- Up to 50% of time may be spent traveling (with use of company vehicle).
- Strong organizational and multitasking abilities to meet extreme and/or overlapping project deadlines.
- Ability to work effectively and efficiently in high-stress environments.
- Possess/maintain a valid driver's license and driving record consistent with current CHP insurability guidelines.

Education and/or Experience

- Bachelor's Degree in Construction Management, Architecture, or Engineering
- 5 Years experience estimating in construction/building industry
- Other combinations of experience and education deemed suitable to encompass necessary body of knowledge and technical skills

Environmental Factors and Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations, in accordance with the Americans with Disabilities Act ("ADA"), will be made to enable individuals with disabilities to perform the essential functions of this position. The employee must possess abilities to:

- Stand, stoop, kneel, crouch and lift/carry/manipulate loads up to 50 pounds
- Traverse rough, uneven, or rugged terrain
- Visual acuity, ability to hear and communicate verbally and in writing.
- Climb ladders or steps to reach objects and perform work at heights greater than ten feet.
- Withstand occasional exposure to noise, dust or commonly present environmental chemicals or fumes
- Work is performed in an office setting and on site with exposure to a variety of weather conditions.

Safety Equipment and/or Apparel required

- Employee must provide their own all weather apparel suitable to changing climate conditions
- Employee will wear shoes with a leather outer with adequate traction/slip resistance to meet climate and surface conditions (employer provided steel toe caps may be required for specified operations; see supervisor for details).
- Some operations may require use of specialized safety equipment in conjunction with OSHA requirements (including but not limited to safety glasses, hard hat, hearing protection, etc; see supervisor for details).

Safety

The employee shall adhere to the policies outlined in the CHP Employee Handbook, which may be updated at any time. Employee shall adhere to OSHA safety standards and established company safety protocols and utilize any safety equipment prescribed for particular operations. The employee should not assume that the company or supervisor is aware of potential safety hazards, and the employee has a duty to report any environmental hazards or if a health or safety concern arises.

By signing below, I indicate I have had the opportunity to review the job description, essential duties, and my responsibilities as indicated herein.

(Employee Signature)

(Date)