



OLD TOWN DESIGN GROUP ESTIMATOR JOB DESCRIPTION

Old Town Design Group is seeking an Estimator to join our team in Carmel, IN. We are a dynamic and growing custom home builder, known for developing outstanding locations with timeless home designs. Old Town has a passion for people and the communities in which we work, and we are looking for a like-minded team member who will bring a passion for excellence, great work ethic, and a positive, can-do attitude to our team.

FUNCTION

The Estimator will prepare cost estimates for single family detached and attached construction projects; calculate and process Change Orders; solicit and obtain bids and proposals; facilitate cost management; produce and distribute budgets for purchasing; and, work independently and cross departmentally to reduce costs without negatively impacting quality or timeliness of construction

MISSION

The Estimator will maintain the integrity of Old Town in all aspects. All responsibilities performed require extensive knowledge and understanding of all Old Town residential and commercial properties, mission and values. Candidate will possess an entrepreneurial work ethic and be able to work collaboratively with other Old Town team members.

RESPONSIBILITIES

- Prepare cost estimates for single family detached and attached construction projects with high levels of accuracy and in a timely manner
- Solicit and obtain bids and proposals from vendors and subcontractors utilizing detailed Request for Information and Request for Proposal
- Assist with source selection and communication of awarded contracts
- Coordinate cost estimates and budgets with Sales and Construction team as required
- Calculate and process Change Order requests on active projects per company procedures and established timelines
- Facilitate cost management and tracking of all produced estimates
- Produce and distribute accurate budget information to Purchasing per required company timelines
- Perform Gross Margin analysis on completion of each project and make corrective action to estimating means and methods as required to improve accuracy and eliminate process inconsistencies

- Work cross departmentally and with vendors and subcontractors to identify cost savings opportunities that eliminate waste or inefficiency but do not negatively impact quality or timeliness; implement as required

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's Degree in Construction Management, Engineering, or related field or 1+ years of residential or commercial construction estimating experience
- Strong knowledge of construction practices and constraints
- Knowledge of construction purchasing and receiving process preferred
- Knowledge of Value Engineering and Lean Construction practices preferred

SKILLS AND COMPETENCIES REQUIRED

- Experience with Microsoft Excel, AutoCAD, BlueBeam, SoftPlan, or related software
- Strong ability to listen, interpret, evaluate and perform all communication internally and externally
- Ability to use logic, reasoning, considering alternatives and relative costs when applying estimating practices
- Ability to identify problems and inefficiencies, working with others to implement potential actions
- Willingness to participate in continuing education and learning opportunities as needed to excel in the position
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OCCUPATIONAL SAFETY AND WORKPLACE COMPLIANCE

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

REPORTING

This position reports to the Director of Estimating

I have read this job description and fully understand the requirements stated above. I understand that Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. I further understand that this job description does not constitute an employment contract with Old Town Design Group.

Name: _____

Signature: _____

Date: _____



The Old Town Design Group

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resource Department.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Current Salary: \$ _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employers, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or defined duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's partners.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature: _____ Date: _____