



## Job Description

**Position:** Post-Tension Estimator

**Reporting:** Reports directly to the Post-Tension Manager

**Purpose:** The Post-Tension Estimator is responsible for preparing cost estimates by analyzing proposals, job specification, and requirements provided by customers and the sales team. The ability to read, understand, and critique architectural and structural blueprints leading to the production of take-offs and material lists is crucial. To support our customers in reaching their deadlines and milestones, the Post-Tension Estimator should work with the detailers and administrative teams to help ensure all individuals have the information required. To do this, the Post-Tension Estimator must be familiar with all aspects of a customer's project, the availability of product, and the resources required to help our customers achieve their goals.

### Duties and Responsibilities:

- Receive requests directly from customers, and communicate effectively to ensure customer expectations are met
- Ensure timely completion of estimates, and maintain quality service by following organization standards
- Review project plans and specifications and coordinate with the team to confirm complete scope
- Explore documentation in order to gain a deep understanding of the project requirements
- Become familiar with all product lines, and recommend additional products as needed
- Provide administrative support, and undertake project tasks as required
- Work closely with other departments to ensure accuracy and predictability
- Creating and processing accurate, and complete Post-Tension, rebar, and material quotes
- Working within multiple operating systems
- Reading civil/ structural/ architectural plans
- Must be able to work in web based plan rooms/websites
- Analyze and interpret BarnSCO's scope of work from bid items lists
- Download plans from multiple plan rooms (such as TXDot, ISqFt, Dropbox, etc.)
- Estimate material quantities that BarnSCO provides on each job based on the bid items list and downloaded plans
- Write up thorough and accurate quotes of each job providing item descriptions, pricing and terms
- Revise quotes as needed when addendums and/or new plans become available

- Product searches of non-stock items that we might be able to provide (getting cost and adding to quote as needed)
- Perform other duties as required by the Post-Tension Manager

#### **Required Education & Experience:**

- 2-4 years of experience in construction, construction supply, estimating, or project coordination
- Strong interpersonal and communications skills needed with an understanding of fundamentals in estimating and project controls
- Ability to breakdown construction operations into a logical sequence of activities; Fundamental understanding of construction phasing and organization of building components
- Basic understanding of construction blueprints required
- Ability to work effectively both independently and as part of a team
- Knowledge of the construction market including pricing conventions and trends
- Experience using computers for a variety of tasks, including applications such as Microsoft Outlook, Word and Excel for formulating proposals and project management
- AutoCAD experience is required.
- Working knowledge of industry reference material (i.e. CRSI and ACI)
- Experience using Bluebeam (Preferred)
- High school diploma required

#### **About Barnsco:**

Barnsco Texas, a member of the Kodiak Building Partners family, has been serving the concrete construction markets in Texas since 1984. We are a Texas-based company that offers rebar fabrication, full service post-tension, concrete construction supplies, and engineering services. Additionally, we provide equipment sales, rentals, and maintenance services.

At Barnsco Texas, our core values are at the heart of everything we do. We provide a unique environment that encourages individual growth and recognizes individual performance and hard work. Our management team is visible and accessible, ensuring effective communication. If you are seeking growth opportunities in a stable company, look no further than Barnsco Texas.

Please note that this job description does not imply that the listed duties are the only responsibilities of the employee(s) in this position. Employees will be expected to follow any other job-related instructions and perform any additional job-related duties as assigned by authorized personnel.

Barnsco Texas is an equal opportunity employer. We consider all candidates for employment, regardless of their race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.