

JOB TITLE: Construction Estimator
TYPE: Full-time
EMPLOYER: Hannah Solar Government Services
LOCATION: 217 Cember Way, Ste C, Summerville, SC 29483
SALARY RANGE: \$50,000 - \$70,000

GENERAL: Hannah Solar Government Services (HSGS), a Service-Disabled Veteran Owned Small Business, leads the way in global energy security by designing and building renewable energy, energy storage, and microgrid systems. We specialize in project development, design, installation, and preventative maintenance for government, commercial, and utility clients. HSGS is a fast-growing company and seeks to expand its staff. The purpose of the position of Construction Estimator is to estimate costs for all HSGS project bids which typically range between \$500,000 and \$15,000,000 in value.

WORK DAYS/HOURS: Typical work schedule is 8:30 AM to 5 PM Monday – Friday with occasional work and/or travel on weekends.

JOB RESPONSIBILITIES:

- Develop and prepare construction cost estimates for project quotes, proposals, or other bids.
- Review Requests for Proposals, specifications, cut sheet, drawings, and other customer-provided documents in order to prepare accurate estimates.
- Understand all scope of work requirements in order to estimate every factor in a project
- Maintain relationships with suppliers and subcontractors that provide quotes for work HSGS is bidding
- Track cost trends on materials, labor, and subcontractors
- Analyze actual project costs versus project cost estimates
- Gain knowledge of industry practices, procedures, and market trends
- Perform solar photovoltaic system analysis using Helioscope software
- Research new products and coordinate with the Procurement Specialist on latest material pricing
- Occasionally, travel to project sites in order to perform surveys for estimating purposes.

JOB REQUIREMENTS:

- Exceptional communication skills both oral and written
- Experience with government contracting is highly desired
- Ability to analyze and understand governmental specifications documents and drawings
- Knowledge and skill in the use of Microsoft Word, Excel, and Outlook
- Financial and job cost accounting knowledge is preferred
- Detail oriented with the ability to focus on quality, accuracy, and attention to detail
- Ability to work on multiple bids simultaneously, delivering each estimate in accordance with its deadline
- Managerial skills for the future possibility of direct Junior Estimator reports

- Self-motivated and acting autonomously is essential as tasks may often be assigned with little guidance
- Desire to learn, take on new responsibilities, and gain experience for career advancement

EDUCATION AND TRAINING: Bachelor's degree required.

EXPERIENCE: Minimum 5 years construction industry estimating experience required. Military experience (Veteran) is highly desirable but not required.

CERTIFICATES, LICENSES, & REGISTRATIONS: A driver's license is required at time of hire and must be maintained as a condition of continued employment. A valid US Passport is required, if the applicant does not have a US Passport one must be obtained within 90 days of employment.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, instruct, compute, evaluate, and use interpersonal skills and is frequently required to compare, copy, synthesize, compile, and negotiate.

CITIZENSHIP: Proof of United States Citizenship required.

BACKGROUND CHECK: Must be able to pass a back-ground security check as required by the US Government to gain access to military and government facilities prior to employment. Must maintain US Government security clearance requirements at all times and valid driver's license to maintain employment. This includes drug testing prior to employment and reoccurring drug test during employment.

TO APPLY: Please email your resume with "Estimator" in the subject line to tripp@hsgs.solar. No phone calls or in person submittals please.