



JOB TITLE: Construction Project Estimator
FLSA: EXEMPT
REVISION DATE: November 2025
DIVISION: Refined Fuels
REPORTS TO: Refined Fuels Construction Supervisor
COMPENSATION: \$69,300 - \$120,500 D.O.E. (We do not pay below any local minimum wage)
DEADLINE: N/A

CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITION SUMMARY:

The Construction Project Estimator calculates possible costs and gains of construction projects. The person in this position will collect and analyze data according to a series of useful variables. Selecting metrics to produce valid estimates required. Visiting sites, facilities and other venues to gather essential information will be necessary. The Estimator is responsible for compiling estimates of how much it will cost to provide a client or potential client with products or services. He or she will do this by working out how much a project is likely to cost and create budgets accordingly. The job involves assessing material, labor and equipment required, and analyzing different quotes from subcontractors and suppliers. Attention to detail and excellent communication skills a must.

PRINCIPAL ACCOUNTABILITIES:

- Prepares work to be accomplished by gathering information and requirements; setting priorities.
- Prepares construction budget by studying plans; updating specifications; identifying project costs
- Evaluates costing changes, additions, and site requirements
- Obtains bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price
- Maintains cost items and master price sheets by updating information
- Resolves cost discrepancies by collecting and analyzing information
- Maintains quality service by following up with cost project bids and pending bids



- Maintains continuity among subs, vendors and general contractors by documenting and communicating actions, irregularities, and continuing needs
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies
- Contributes to team effort by adhering to CORE values
- Fulfills client appointments & bid deadlines in a timely manner
- Assesses projects by identifying project requirements (in regard to time, labor, and material costs)
- Records and tracks bid costs and trends of awarded, lost or pending bids
- Reads blueprints and analyze all other applicable documents in order to prepare estimates
- Collaborates with contractors, engineers, architects and other professionals during estimate creation in order to ensure overall accuracy
- Presents estimates to clients in a timely and polite manner
- Recommends cost-reduction options
- Assists sales team in final project preparation transactions
- Maintains thorough records of all project documentation including estimates, sales receipts and project completion documentation
- Performs risk analysis and value engineer projects
- Fosters relationships with key vendors, subcontractors etc.
- Facilitates buy-in meetings with assigned Project Manager for project hand off

JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Associate or bachelor's degree in construction management or equivalent combination of training and experience.

EXPERIENCE: Five years-plus of experience in construction-related estimating with a strong understanding of construction procedures and software utilization.

SKILLS: Must be very organized and willing to work in a team environment; be able to follow instructions and work independently; and demonstrate professional and good people skills when working with co-workers, clients and other officials. Must have professional telephone skills. Attention to detail required. Must be willing to manage an ever-changing workload; patience and flexibility are important. Knowledge of accounting principles and practices required. Proficiency in relevant construction estimating software. Must be able to prioritize and manage workflow with accuracy and speed to meet deadlines in a timely manner.

- Understanding and demonstrated knowledge of budgets, equipment, change orders, scopes of work and job costs
- Ability to deal professionally with the public, vendors and subcontractors
- Attention to detail and a good understanding on cost types
- Understanding of construction projects, vendors, subcontractors & electrical



- Certified Professional Estimator (CPE) or other qualification will be a plus

SUPERVISORY RESPONSIBILITIES: None.

EQUIPMENT USED: Must be able to operate computers, demonstrating high proficiency in MS Windows, MS Outlook, Word and Excel. Database management experience a must. PowerPoint & Adobe at a basic level. Must be proficient in using office machines including fax machine, copier, scanner and telephone. FileMaker knowledge a plus.

TYPICAL PHYSICAL DEMANDS: Must have a valid Colorado Driver's license and required Colorado automobile insurance. Position requires regular vision and normal range of hearing. Employee must be able to lift 60 lbs. Must have manual dexterity sufficient to operate a computer keyboard and calculator. Position involves sitting 50% of the time.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

WORKING CONDITIONS: Work in a small office setting. Must be willing to carry out company goals and policies.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law..