



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
Suite 200
Virginia Beach, VA 23452
Telephone: 757-408-9811

Construction Estimator	
Approved Date: February 2017	
Job Code:	FLSA : Exempt

JOB SUMMARY: Must be a highly motivated self-starter with experience in estimating all phases of general construction. Must be well versed in proposal preparation, quantity surveys, preparation of solicitations for suppliers and subcontractors, production rates for equipment and crews and have a thorough understanding of commercial and government contracting and be able to perform under pressure. Must possess a thorough understanding of the required logistics to estimate projects throughout the State of Alaska. Must have thorough understating of government IDIQ/MATOC contracts and the Task Order process. Familiarity with USACES, USAF, GSA and USCG contracting process highly desirable. Must be able to estimate projects from \$100K to \$25M. Skilled in the use of estimating software and project management software desired.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Prepares estimates for government and commercial construction contracts. May assist Project Manger's in cost estimates for change orders. May be required to prepare initial project schedules, preliminary work plans and cost estimates as part of the response to Task Orders.

Represents Tikigaq Constructors LLC in external contact with partners, agencies and outside counsel as required. May assist and supports Tikigaq Constructors LLC leadership in developing current and long-range goals in support Tikigaq Corporation objectives. Performs other duties as assigned or required.

KNOWLEDGE and SKILLS

- Analyze and understand project plans and specifications and participate in the Go/No Go process.
- Prepare accurate and thorough cost estimates for construction projects or contract services as required.
- Ability to clearly communicate requirements with suppliers and subcontractors.
- Ability to quickly and accurately analyze price proposals.
- Ability to communicate with design professionals in all construction disciplines.
- Knowledge of Construction Safety and Quality Control measures
- Knowledge of government contracting; specifically, USACE, USAF, GSA or DoD contracting and bidding procedures.
- Knowledge of required logistics for remote AK work.
- Ability to develop and maintain a strong vendor and subcontractor base.
- Ability to analyze work, post award, and prepare after-action reviews and lessons learned.
- Ability to travel to job sites and analyze work against original estimate.
- Knowledge of applicable Federal, State, and local laws, regulations, rules, policies and processes.
- Excellent verbal and written communication skills.
- Skill and knowledge in HCSS, KAHUA and Primavera 6 project management & estimating Software
- Skill using Microsoft suite of products to include Microsoft Project
- Skill in establishing and maintaining cooperative working relationships with individuals with wide array

- of cultural, political, educational, socio-economic, geographic and linguistic backgrounds.
- Ability to assist Project Managers as required.

MINIMUM EDUCATION QUALIFICATION

- High school diploma or equivalent and 5 years of construction experience in the State of Alaska.
- Bachelor's Degree in Construction Management or Engineering in one of the construction disciplines preferred.

MINIMUM EXPERIENCE QUALIFICATION

- Non-supervisory - At least 5 years' experience in Project Management/Estimation with government contracts and Degree
- **OR**
- At least 10 years' experience in Project Management/Estimation with government contracts

ADDITIONAL REQUIREMENTS:

- Must be able to pass DoD clearance for base access.
- Must be able to pass company drug screening.
- Must possess valid driver's license.
- Must be able to work extended hours, weekends and holidays as required.
- Position may require air travel to remote jobsites in small aircraft.

This is a Fairbanks or Wasilla based position (Fairbanks preferred) with frequent travel required between the two office locations.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- ability to climb permanent and temporary stairs, ladders
- ability to negotiate work areas under construction.
- ability to use hands to handle or feel objects, tools or controls
- sit for extended periods of time
- talk and hear
- stand, climb, balance, stoop, kneel, crouch, or crawl
- lift and/or move heavy weight up to 50 lbs.
- vision abilities include close vision, peripheral vision, depth perception, and the ability to adjust focus (naturally or with correction).

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.