



POSITION:	Construction Estimator	REPORTS TO:	Director of Construction
CLASSIFICATION:	Full time - Non-Exempt	DEPARTMENT:	MyHOME
SALARY RANGE:	\$55,000 - \$60,000		

PRIMARY RESPONSIBILITIES:

The Construction Estimator will inspect homes that have been damaged by Hurricane Irma in Miami-Dade and Monroe Counties, assess damages, and calculate the projects costs to potentially repair the damage, rehabilitate the unit, or reconstruct the home. The ideal candidate will have great attention to detail and excellent communication skills. The goal is to provide accurate construction repair estimations to ensure efficiency and accuracy in repairing homes that have been damaged by Hurricane Irma.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Inspect homes damaged by Hurricane Irma in Miami Dade and Monroe Counties
- Evaluates Construction damage
- Estimates Construction costs
- Prepares scope of repair work by reviewing blueprints, specifications, and related documents.
- Computes Construction costs by analyzing labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Prepare detailed reports, scope of work or bids for submission to appropriate parties
- Other duties as required by the Director of Construction.

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge and experience in the following areas:

- 5+ years Construction estimation experience.
- Certified Professional Estimator (CPE), is a plus
- General Contractor license or other qualification is a plus
- Experience with Construction Estimation software Xactimate, or other.
- Basic understanding of accounting and construction’s project management concepts
- Deep understanding of research methodology, data analysis and estimation metrics
- Knowledge of MS Excel and Word, etc.
- Great attention to detail and highly organized
- Self-directed and able to follow a demanding schedule
- Excellent communication and negotiation abilities
- Bi-Lingual Spanish/English preferred.
- Must have reliable private transportation.

COMPESATION:

This is an Exempt Full-time, temporary position. Salary and benefits package offered. Please send cover letter explaining how your experience aligns with our requirements and a resume to Alicia Moreno amoreno@ccfcfl.org, any submission without both items will not be accepted. No phone inquiries will be accepted.

Centro Campesino is an EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.