

POSITION DESCRIPTION

Position: **Assistant Estimator**

Report to: Chief Estimator

Profile: Entry level position to Waters & Bugbee, Estimating Department – first familiarity with the essential professional requirements from a Waters & Bugbee Estimator.

Duties and Responsibilities:

- Demonstrated ability to learn quickly, analyze data, achieve results, drive improvements and take on increasing levels of responsibility
- Ability to focus and diligently and rigorously perform quantitative analyses
- Undergraduate or another degree and some experience in engineering, construction, or related
- Familiarity and basic skills in:
 - HCSS
 - Spread sheeting methodologies
 - Cost tracking, PeopleSoft
 - Bid documents
- Demonstrated ability to work well with people at all levels, i.e., openness to criticism, intellectual curiosity and the willingness to absorb knowledge.