

## Caretaker Continues to Grow!

At Caretaker we're all about our team, our partners, doing the right thing, working hard and having fun. If this sounds like a team you would love to be a part of or feel you are the right candidate, please submit your inquiries and/or resumes to: [careers@caretakerinc.com](mailto:careers@caretakerinc.com).

## Commercial Landscape Estimator

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The examples of functions listed in this job description are representative, but not necessarily exhaustive, of any one position in this job classification. Management may assign other functions not listed herein at its sole discretion.*

- Reviews construction documents and understands scope of work to bid
- Executes take-offs of construction documents; Utilizing On-Screen Take Offs
- Inputs take-offs into computer spreadsheet
- Obtains pricing for materials
- Obtains bids from subcontractors
- Attend Pre-Bids
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items
- Where predetermined standard(s) are not available, makes an estimate
- Informs immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database
- Attend pre-bid conferences
- Performs special projects as assigned

### **KNOWLEDGE, SKILLS, AND COMPETENCIES**

- Must have minimum of 2 years of experience
- College Degree Preferred
- MS Excel Knowledge - On Screen Take-Off experience desired

### **Benefits**

- Medical
- Dental
- Vision
- Voluntary Life, STD/LTD, Bereavement and Travel Insurance
- Company Paid Life Insurance
- 401K with company match

### **SPECIAL NOTES, LICENSES AND CERTIFICATIONS**

**Introductory Period:** Incumbents appointed to this job classification serve an introductory period of three months.

This employer participates in E-Verify.

Caretaker is a drug free and Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.