



Job Description

Estimating Internship

Overall Purpose:

The goal of the internship is to learn the internal operations of an exterior based construction company. The main goal of the internship is to be exposed to the Estimating of Siding, Roofing, and Remodeling. Our hope is to develop the interns capability to understand the importance of how the internal operations of a company our key to the success of any construction company.

Daily Requirements:

1. Estimate Creation
 - a. Develop takeoffs for current and potential builders
 - i. Create takeoff per plan based off of the scope of work
 1. All estimates to be unitized for Estimation Program (UDA Construction Suite)
 - a. All information must use takeoff sheet
 - i. Takeoff sheet to include:
 1. Scope of work
 2. Quantities with unit of measure
 2. All takeoffs need to be documented for review and filed
 - a. All takeoffs need to be approved by supervisor prior to entering data into computer software
 - ii. Enter all takeoff information into UDA Construction Suite
 1. Create Project in UDA
 - a. Enter all information for builder
 - i. Information to include:
 1. Builder information
 2. Neighborhood
 3. Plan Name and Elevation
 2. Once Project is created
 - a. Enter takeoff information
 - i. Verify all margins with supervisor



1. Margin must be approved prior to estimate being complete
 2. Verify all work and purchase orders are ready to be created
 3. Help to develop a pricing matrix for each builder
 - a. The pricing matrix is what will be distributed to the builder for purchase orders
2. Assist with Create Job Packet
- a. Receive purchase order or start information from Account Manager, Builder, or Sales Representative
 - i. For New Construction jobs verify
 1. All pricing is correct
 2. All colors have been selected
 3. All options selected
 - ii. For R and R jobs verify
 1. Sales scope of work and measurement sheet
 2. Contract is signed properly and all information is correct
 3. Verify all colors have been selected
 4. Pull all permits and business licenses as necessary
 - iii. Items to be completed with Job Packet
 1. Enter Job into UDA Construction Suite
 - a. Create an Estimate in UDA
 - i. Using the floor plan, options, and matrix to verify purchase order from the builder
 - ii. Once the Estimate is created the job must be integrated into QuickBooks
 - b. Create a Crew Work Order
 - i. Crew Assignment comes from
 1. Job Status Log
 - ii. Once the Crew Order is created the job must be integrated into QuickBooks
 - c. Create all Material Orders
 - i. All Material Orders must have a Purchase Order generated from UDA



1. This includes all fill-in orders and credits
 2. No Material will be delivered or picked up without a purchase order from our office
 - ii. Once the Material Order is created the job must be integrated into QuickBooks
 2. Create file on server and a hard copy in the office for each job
 - a. The file/folder should have in it
 - i. All Material Orders with purchase order numbers
 - ii. All Crew Work Orders
 - iii. Plans, or renderings
 - iv. Options Sheet
 - v. Scope of Work
 3. Assist with Job Status Log
 - a. Enter job into Job Progress Log weekly
 - i. Items to be filled in
 1. Neighborhood
 - a. Lot Number
 - b. Floor Plan
 - c. Elevation
 - d. Type of Job
 - e. PO Received Date
 - f. Color Selection Received Date
 - g. Color Selected
 - h. Work Order Completed Date
 - i. Upload File to Server
 4. MISC
 - a. Permitting
 - i. Help applying for any business license, or permit
 1. If any are where we are working requires a permit or business license
 - b. Extended Warranties
 - i. Help registering all GAF System Plus/ Golden Pledge Warranties for each eligible roofing job
 1. Warranty should be registered at completion of each job
 - c. Filing
 - i. Help with ensuring each job file is up to date
 1. Files to be kept by Builder/Customer, neighborhood, lot #/address



2. Items to be in a job file
 - a. Estimate
 - b. Work Order
 - c. Purchase Order
 - d. Color Selection
 - e. Option Sheet
 - f. Invoice
 - g. Quality Walk Sheets

Employee

Name _____

Signature _____ Date _____