



## Job Description - Estimator

SEMS Inc. is seeking an experienced **Estimator**. SEMS is a well-established engineering firm with five offices across the Southeastern United States. Our company is growing and looking for qualified additions to our team.

### Required skills & experience:

- Minimum of 5 years' related work experience in the estimating of remediation, engineering, and industrial projects
- Organized, motivated, detail-oriented, and driven
- Excellent technical writing and communication skills
- Knowledgeable in all aspects of estimating public and private projects
- Strong leadership skills to develop, guide, and motivate the estimating team
- Strong time management skills/determination to compile and complete bids in timely manner
- Strong computer skills: Excel, Bluebeam, Word, etc.
- Positive attitude, determined to continuously improve

### Responsibilities include:

- Create comprehensive bid packages for subcontractors & vendors
- Prepare proposals as well as bids for all incoming RFPs
- Complete cost portion of bid using Microsoft excel or other estimating software
- Assist in developing and supporting the proposal response which includes writing work plans, schedule development, and other technical response
- Perform comparisons of scope, quantities, and cost data between projects
- Respond to subcontractor and management questions regarding costs
- Coordinate with management on cost estimates and project changes
- Manage multiple simultaneous estimation projects with consistent on-time delivery
- Examine & thoroughly understand plans and specifications. detect inconsistencies & errors, create RFI's, perform Take-Offs



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## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_

*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_  
 What are your qualifications for the position you applied for?  
 \_\_\_\_\_

	YES	NO	
Are you willing to work overtime?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you willing to relocate?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you willing to travel?	<input type="checkbox"/>	<input type="checkbox"/>	

If no, please explain

	YES	NO		YES	NO
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	
Have you ever filed an application or worked for this company?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, when? _____

	YES	NO
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>

If yes, explain: \_\_\_\_\_

	YES	NO	
Are you on lay-off and subject to recall?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, where? _____

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Did you work while attending school? YES  NO

If yes, Where? Hours worked per week? \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Driver's License History

All applicants must have a valid driver's license with no more than two (2) moving violations within the past three (3) years and no serious violations (reckless driving, DWI, etc.) in the past five (5) years.

If you have violations, explain: \_\_\_\_\_

## Applicant Certification & Agreement

Are you willing to undergo a background investigation?      YES      NO  
     

If no, please explain

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Are you willing to undergo aptitude and/or psychological testing?      YES      NO  
     

If no, please explain

If applicable to the position applied for:  
Do you hold a TWIC card?      YES      NO  
     

Do you have your OSHA 40 Hour Training Certificate?      YES      NO  
     

If yes, is your Training Certificate current?  
(Have you taken the required 8-hour refresher course this year?)      YES      NO  
     

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*The company is authorized to make an investigation of my personal history and financial and credit records through any investigation or credit agencies or bureaus of its choice, as indicated above\**

*\*NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report on the applicant is obtained and considered.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please send questions and completed applications to [hr@semsinc.net](mailto:hr@semsinc.net)*