



Functional Role Estimator

Job Title: Estimator
Reports To: VP of Purchasing & Design
Supervises: N/A
FLSA Status: Exempt
Department: Purchasing
Prepared by/Date: HR
Approved by/Date: May 4th, 2021

We are a *customer-centric* organization that builds value through proven success in *leadership, integrity and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. A Legacy home or community respects the place and creates the space where people love being home.

Summary

Must be a long-term player that wants to learn and grow with our company. The effective results achieved by the area team are paramount to the long-term success of Legacy DCS.

LEGACY DCS is looking for an energetic computer/software savvy individual looking to learn and grow within the extraordinarily prominent single-family construction industry in Austin, TX. This is mid-level position managing our supplier and sub-contractor contracts and take offs with a very high ceiling for growth. Qualified candidates will need to meet the following requirements:

Major Responsibilities and Activities include the following. Other duties may be assigned. □

- Creating contract documents and routing documents to trade partners and internal management for signatures
- Maintain Master Bid List
- Bid Solicitation
- Material unit takeoffs inputted into Brix
- Insure pricing is kept current
- Change orders
- Austin Energy Green Builder
- Standard included features
- Custom price request (NSO's)
- Independent Contractor/Supplier Master Agreements, scopes of service, and insurance documents are signed and executed by all parties
- Participate in weekly L10 meetings

Additional Responsibilities

3101 Bee Cave Rd, STE 305, Austin, TX 78746



- Help set up and maintain and be willing to learn and use Brix software program efficiently and effectively. Be able to work with others to teach them to use the program (the web based software that Legacy currently employs)
- Communication – Establish and maintain excellent communication with our construction team, vendor reps, subcontractors, suppliers, sales and fellow coworkers.

Qualifications

- Must work a 40 hour work week
- At least 5 years experience in takeoffs, estimating software such as BlueBeam, Plan Grid, Stack and/or AutoDesk Take Off.
- Skilled level of Microsoft office
- 3 -5 minimum experience in a construction and/or purchasing department
- Experienced in reading and understanding framing/foundation engineering plans
- Quality customer service
- Team player
- Problem solver

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