

**Job Title:** Estimator (Entry Level)

**Wage:** Salary Position (\$47,500.00 - \$50,000.00) with Benefits

**Education:** Bachelor of Science Degree (Landscape Architecture, Civil Engineering or Construction Management preferred)

**Background:** Skills should include computer knowledge with emphasis in Microsoft Office applications (Excel, Word, etc.). AutoCAD experience essential; AGTEK earthwork estimating experience helpful but not imperative. Should have general understanding of geometry and strong attention to detail. Interest in golf course architecture and the game of golf itself is preferred.

**Duties:** Operate computer programs to calculate earthwork quantities and area take-offs. Compile material lists from plans, including breakdowns of detailed drawings. Provide supplier price quotes for material lists derived from plans, and create spreadsheets showing total material costs. Assemble submittal packages for Owner / Architect; review as needed. Assist in contract management tasks, such as creating change orders, issuing purchase orders, etc. Create as-built drawings from field notes for drainage and irrigation systems. Standard working hours will be 8:00 A.M. – 5:00 P.M., Monday through Friday. However, additional time may be required due to deadlines and other special conditions.

**Benefits:** Health Insurance for you and your dependents effective on the 31<sup>st</sup> day of your employment. The premium is withdrawn from each weekly payroll check. 401(k) Plan available after first year of employment.

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