

Estimator Assistant - Farrell Design-Build

Farrell Design Build is seeking an Estimator Assistant with CAD experience to support Project Engineers at Farrell's Irvine office. This position is a great fit for someone looking to learn multiple roles within the Design-Build industry.

Farrell Design-Build is a specialty geocontractor serving California and the West Coast. We design and build foundations with ground improvement and deep piles for heavy structures. At Farrell Design-Build, we want our customers, partners, and employees to know, that above all else we are honest and firm, we strive to be graceful and humble, and we persist to be proactive in our work and relationships.

If you have the required skills and a can-do attitude that Farrell is looking for, then consider applying for the Full-Time **Estimator Assistant** position and join our growing team!

Job Purpose and Expectations:

- 1) Assist project engineers on deep foundation and ground improvement projects.
- 2) Perform quantity take-offs and material quotes.
- 3) Assist Engineers with follow-up calls.
- 4) Assist with CAD layouts.
- 5) Develops and documents logical assumptions during conceptual estimating and applies these assumptions to takeoff tasks.
- 6) Assists with final assembly of estimate for presentation to owner.
- 7) After the bid, collects and organizes all bid information for future reference.
- 8) Assists with administrative tasks as needed.

Desired Education/Training:

- 1) B.S. or A.A. in Civil, Mechanical Engineering, Construction Management or CAD Coursework.
- 2) E.I.T. License.
- 3) Geotechnical engineering courses and experience is preferred.

Required Work Experience:

- 1) 1-2 years' experience in a construction/engineering environment.
- 2) Must be willing to travel to a job site when needed.

Required Skills:

- 1) Proficient in AutoCAD.
- 2) Proficient in Excel.
- 3) General knowledge of construction principles and processes.
- 4) Ability to receive cost data from a wide range of sources into a conceptual estimate.
- 5) Ability to read and interpret drawings and specifications.
- 6) Effective written communication skills, and professional telephone manner.
- 7) Advanced Skill level in MS Outlook, Word, and Adobe Acrobat Professional.
- 8) Detail oriented and ability to handle many responsibilities and prioritize workload.
- 9) Positive attitude, team player and takes initiative.

Desired Skills:

The information above describes the general nature of the position and serves as a summary of the typical job functions; it's not a comprehensive list of all possible job responsibilities, tasks, or duties. We maintain a drug-free workplace and perform pre-employment substance abuse testing. Salary range is based upon experience and skill set. Farrell offers a benefit package which includes performance bonus, medical benefits, SIMPLE IRA, and PTO (Paid Time Off) for qualified employees.

Visit www.farrellinc.com for more information on company.