



TITLE: Design & Estimating Associate, New Homes

REPORTS TO: Director, Design & Estimating

JOB STATUS: Full Time, Exempt (Salary)

LOCATION: Riedman Homes
45 East Ave., 5th Floor
Rochester, NY 14604

POSITION SUMMARY

Design & draw single family homes plans. For each new home, create labor and materials estimates (or solicit estimates from respective trades/vendors), and/or review for existing plans/estimates for accuracy. Maintain and update database of associated costs; Coordinate vendor & trade communication on new projects, policies and other changes/requirements; Maintain & update weekly Production Meeting minutes. Provide technical support and pricing estimates to Director (Design & Estimating), Design Studio, Sales and Construction;

ESSENTIAL FUNCTIONS

- Proactively reviews new and existing plans for opportunities to reduce costs through improved engineering without sacrificing quality;
- Maintains database of approved vendors & skilled trades, including subcontractor agreements, insurance certificates, performance evaluations and new vendor/trade on-boarding;
- Actively seeks new trades and vendors to maintain continuity of service and expansion of business;
- Accurately prepare and distribute documents associated with customer quotes, selections, change requests and/or other files for Design Studio, Sales and/or Construction;
- Generate accurate reports and maintain files in a timely, orderly fashion;
- Prepares Construction Packet for Construction Superintendent, including building permit application, set-up for gas & electric service, final building plans, etc.
- Monitor applicable building code changes and advise/adjust accordingly.

OTHER RESPONSIBILITIES

- Keeps current on knowledge of company procedures and policies;
- Keeps current on emerging design, construction and market trends;
- Services customer needs in a professional and consistent manner;
- Maintains professional appearance and office standards;
- Additional responsibilities as assigned;

MINIMUM QUALIFICATIONS

- Minimum, 2 year college degree or higher education;
- Minimum, 2 years of architectural design, drafting and/or residential construction estimating experience;
- Must exhibit excellent communication skills, (verbal and written), to effectively converse with customers, teammates & stakeholders.
- Must be proficient in DataCAD/AutoCAD;

- Experience with MS Project or similar scheduling software preferred;
- Experience with Builder MT (or similar Workflow Management System) and RESCheck preferred;
- Previous field experience in single family construction or remodeling preferred;

SKILLS AND ABILITIES

- Ability to service internal customer needs in a professional and consistent manner;
- Ability to effectively organize and coordinate multiple, simultaneous tasks to complete projects on time;
- Ability to work with limited supervision;
- Must be detail oriented, assertive and a self-starter;
- Ability to demonstrate a commitment to the Company Mission and the Riedman Core Values.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, hear and see. The employee is frequently required to lift and carry up to 10lbs., stand, sit, stoop, kneel, crouch and climb stairs to review progress at sites in all phases of construction.

The employee is also required to drive and travel throughout Greater Rochester, Finger Lakes and Southern Tier regions and be able to work additional hours as necessary to maintain project schedules;

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is primarily an indoor office environment, with occasional new home construction site visits that may be subject to working in inclement weather.