



## Granite Construction – Senior Take-Off Technician

<b>Job Title:</b>	Senior Take-Off Tech (Estimator)
<b>Location:</b>	Sacramento, CA
<b>Job Type:</b>	Full-Time
<b>Salary:</b>	\$ 65,000 +/- annual gross (depending on experience)

### Job Description:

This position is responsible for managing a take-off team and providing quantity take-offs and ongoing technical support to the estimating staff to ensure accurate and timely estimates.

### Job Duties & Responsibilities:

- Review plans and specifications with the estimating team to determine specific take-off needs to ensure requirements are met.
- Develop job essential data including quantity take-offs, material price lists, labor costs per man hour, and equipment to ensure accurate estimates and bids.
- Manage and administer take-off department functions including staffing, wage reviews, work assignments and performance evaluations to ensure corporate initiatives are met.
- Supervise, train and develop interns/co-ops, take-off technicians, and engineers to ensure transfer of knowledge and that project standards are met.
- Research historical data and productivity analysis reports in order to compile summary reports to develop guidelines and precedence for future estimates.
- Review take-off data/summaries with estimating team and assist in Bid Closing to ensure quantities accurately reflect project requirements.
- Maintain files of working documents for back-up to estimating figures to support accuracy of bid submission.

### Minimum Requirements:

- Bachelor's degree in civil engineering, construction management, business administration, or related field preferred, or equivalent combinations of technical training and related experience.
- Work experience: 6+ years take-off, estimating or project experience on a heavy civil project
- 2+ years supervisory experience
- Proficient in all MS Office products (Excel, Access, Power point)
- Knowledge of CAD and Modeling Software (such as AGTEK, Microstation, Geopak, Inroads, HEC RAS, etc)
- Knowledge of Granite Construction's cost systems
- Demonstrated ability to calculate quantities accurately and in a timely manner
- Demonstrated ability to read and understand engineering drawings

- Demonstrated ability to analyze and summarize supplier and subcontract questions
- Demonstrated ability to work accurately while under time pressure

**Additional Requirements:**

- Comply, understand and support corporate safety initiatives to ensure a safe work environment.
- Team player
- Ability and willingness to abide by Granite's Code of Conduct
- Valid driver's license and ability to drive

**If you would like to apply to this position, please send your resume to [ngcajobs@ng.army.mil](mailto:ngcajobs@ng.army.mil) or go to website to register with the Work for Warriors Program at [www.calguard.ca.gov/EIP](http://www.calguard.ca.gov/EIP)**

**Company Information**

<http://www.graniteconstruction.com/>