



## **Job Description**

**TITLE:** Senior Estimator  
**DEPARTMENT:** Administration  
**JOB STATUS:** Exempt  
**LOCATION:** Various locations including the Metropolitan DMV and Eastern Shore  
**REPORTS TO:** Vice President

### **Summary:**

Anchor Construction Corporation has an immediate opening for a full-time Senior Estimator. A minimum of 8 years of experience in site construction required, with a particular emphasis on water, sewer, storm, and conduit construction. Experience in estimating projects in the Washington, DC area and vicinity is extremely helpful.

### **Primary Duties & Responsibilities:**

- Ability to thoroughly review contracts, plans and specifications when awarded projects to bid.
- Strong knowledge of field construction tasks (excavation, pipe installation, backfill, restoration, etc.) required.
- Ability to estimate crew cost including number and class of people, equipment needs, material and other expenses.
- Ability to supervise, mentor, and manage multiple estimators in the estimating department.
- Extensive experience negotiating pricing with material suppliers and subcontractors.
- Knowledge of HCSS Heavy Bid estimating software required.
- Ability to perform material take-offs for projects.
- Prepare bid packages for lower tier subcontractors to price.
- Assist in preparation of change order claims, when required.
- Lead and/or participate in required meetings (pre-bid meetings, in-house bid meetings, project turnover meetings, progress meetings, etc.)
- Prepare quote letters and other correspondence, as directed by the Vice President.

### **Experience and Qualifications**

- Associates Degree or BS in Construction Management, Civil Engineering, or equivalent experience.
- Minimum of 8 years of experience as a construction Estimator required with a heavy emphasis on water, sewer, storm, and conduit construction.
- Basic knowledge of specific construction tasks performed by company crews (i.e., waterline, conduit, sewer pipe installation, concrete work, etc.)
- Computer software knowledge (HCSS Heavy Bid, MS Excel, MS Word, etc.)
- CRM experience
- Great communications skills (verbal and written), organizational skills, and problem-solving skills.





Anchor Construction is an Equal Employment Opportunity/Affirmative Action Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, protected veteran status or any other characteristic protected by law.

### **About Anchor**

Anchor Construction Corporation is one of the Mid-Atlantic Region's most respected and leading self-performing utility and infrastructure firms, delivering superior solutions for public agencies, utilities, and businesses east and west of the Chesapeake Bay (Throughout Maryland, Virginia, Delaware and Washington, D.C.). Anchor offers construction services in a variety of markets including bridges, dry and wet utilities, and green infrastructure. Anchor employs over 450 professionals.

### **The Anchor Way**

Anchor creates partnerships that produce innovative, cost effective and quality construction projects that exceed our customers' expectations—in a safe environment.

### **Core Values**

Safety, quality, integrity, and teamwork are at the core of everything we do—every shift, every day.

It is time you joined Anchor!