



**Position**  
Estimator

**Job Description**

Sentech Architectural Systems is a specialty structural glass firm serving the needs of progressive architecture and building construction professionals. With a core focus on modern glass engineering and façade design, Sentech offers consulting services and pre-engineered systems for custom structural glass applications, partnering with firms that install our products at only the highest quality standard. A successful applicant estimator will have 4-5 years of experience in estimating architectural work. The estimator is a critical member of the team at Sentech Architectural Systems and should be able to independently perform complex estimating on large or multiple sections of a total project. Estimators are responsible for evaluating structural glass bid specifications and drawings, ensuring that Sentech has the knowledge of all requirements (estimated quantities of materials and costs) to successfully bid, execute and win the project with best available data, including historical data and research. The estimator must be a team player and have experience in the construction industry. AutoCAD experience is preferred.

**Responsibilities:**

The following responsibilities are general duties that an employee in this position may be required to perform. Depending on the project, the actual duties required for this position will vary.

- Download project specific files from FTP sites and assist in defining the scope of work.
- Highlight scope drawings for review with the Sales team.
- Prepare routine estimates under the supervision of the Sales Manager.
- Advise and assist in recognizing risk on projects being bid.
- Generate, review and coordinate final proposals with the Sales team.
- Assist in receiving and evaluating major material quotations prior to bid day and on bid day.
- Work as an estimator on individual projects including takeoffs, pricing, proposal summaries and final bid day preparations.
- Take responsibility for review of project bids accuracy and communication of construction techniques and strategies used in bid preparation on successful bids with Project Management prior to project commencement.
- Ensure accurate quantities of materials needed and the pricing of these materials in a specific discipline and section of a project to realistically predict the cost to construct.
- Complete estimates in a timely fashion to allow adequate review by superiors.
- Must be cognizant of changes in the scope of work and account for any changes that may affect the estimate.
- Re-evaluate cost estimates throughout the design phase of a project and prepare change orders of items in the Estimator's discipline to account for scope of work changes.
- Coordinate his/her section of the estimate with other disciplines to ensure all elements of the estimate are accounted for.
- Obtain applicable labor rates and quotations for materials and systems to establish an accurate estimate.

Sentech Architectural Systems  
4509 Freidrich Lane, Suite 102  
Austin, TX 78744  
512-266-7045  
[www.sentechas.com](http://www.sentechas.com)