



FERGUSONBUILDERS.com | (864) 735-8071 | info@fergusonbuilders.com

Estimating and Purchasing

Qualifications:

1. Great communication and planning skills
2. Able to work alone
3. Understanding of the residential remodeling and building process
4. High level of integrity and confidentiality
5. Problem solving skills
6. Appreciates and participates in teamwork while performing at a high level themselves

Key Results Areas:

1. **People:** Motto – communicating & developing

a. **Design Team:**

- i. Schedules meetings with design team lead when further information is needed.
- ii. Prepares documentation for design meetings with clients: take offs, specifications, Construction Agreements (Contracts), drawings marked-up, handouts, PowerPoint presentations, etc.

b. **Salesmen:** Supports, assists salesmen

- i. Communicates pricing with salesmen.
- ii. Schedules meetings with salesman when necessary.
- iii. Gets client information (see above) back to salesman in a timely manner
- iv. Prepares documentation for his/her meetings with clients: specifications, Construction Agreements (Contracts), drawings, handouts, PowerPoint presentations, etc.

c. **Project Managers:** Communicates with Project Manager in a timely and regular manner on topics relevant to the construction project.

- i. Debriefs Project Manager on job information.
- ii. Fields questions from Project Managers on contract information.
- iii. Responds to Change Orders requests in a timely manner

d. **Subcontractors/ Vendors:** Develop and bolster/strengthen relationships with vendors and subcontractors in the Ferguson Builders and personalized manner to better fulfil the Project KRAs (see below).

- i. Identifies qualified subcontractors and vendors
- ii. Communicates in an accurate and timely manner with subcontractors and vendors
- iii. Negotiates pricing with subcontractors and vendors
- iv. Creates Purchase Orders including a clear scope of work and accurate pricing.

e. **Client Relations & Communication:** Listens to and learns about clients tastes to assist them create areas that fit their lifestyle and tastes. Communications with clients in the Ferguson Builders' and personalized manner to keep them up-to-date and informed on their project.

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- i. *Listens to clients*
- ii. *Asks well-thought through questions*
- iii. *Uses appropriate methods to understand and communicate with clients (pinterest, houzz, etc).*
- iv. *Regular Communication through face-to-face meetings, phone calls, emails, and texts.*

f. **Ferguson Builders' Team:** Develops, guides, and assists others on the team in a Ferguson Builders' and personalized manner to help them better fulfil their KRAs.

- i. *Knowing/understanding/listening to team members*

2. **Project:** Motto – delivering quality while increasing profits

a. **Estimating:**

- i. *Acquires pricing from subcontractors and vendors*
- ii. *Prices Client Selections*
- iii. *Prices and writes Change Orders*
- iv. *Prepares construction budget by studying home plans; updating specifications; identifying and projecting costs for each elevation.*
- v. *Maintains cost keys and master price lists by updating information (ones lists, unit cost sheets, assemblies, etc.).*
- vi. *Ability to use takeoff software, excel, and other methods that best suit a given project with the goal of preparing detailed and accurate take offs in a timely manner during the estimating process.*
- vii. *Prepare quality take offs, bidding documents and technical reports for specific projects.*
- viii. *Assists in writing contracts for maximum clarity between Ferguson Builders and client.*
- ix. *Develops value-engineering solutions.*
- x. *Strives for getting products identified in quotes only leaving few items as allowance lines.*
- xi. *Understands building codes*
- xii. *Ability to understand structural, plumbing, electrical, mechanical, millwork and finish design concepts.*
- xiii. *Uses and consults other persons and resources as needed to help work out optimum design/estimating solutions – particularly when confronted with an unfamiliar problem.*
- xiv. *Accumulates quotes/estimates from salesman and/or vendors. Uploads the necessary files to Buildertrend and/or Dropbox.*

b. **Purchasing:**

- i. *Prepares material schedules to be ready for material ordering.*
- ii. *Prepares PO's and places material orders as needed.*
- iii. *Update and accurately maintain ordering process and documents*
- iv. *Develop and maintain best practices for purchasing*

c. **Sample Collection:**

- i. *Assists in enhancing Ferguson Builders' sample collection.*

d. **System Development:**

- i. *Continually strives to enhance Ferguson Builders' processes.*
- ii. *Continually enhances methods of pricing, estimating, analyzing budget vs actual, presenting, client communication, selection process, purchasing, etc.*



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e. Software Use:

- i. Takeoffs using Planswift, excel, and other methods*
- ii. Buildertrend*
- iii. Google Calendar*
- iv. Use Microsoft Office Suite (Word, Excel, and PowerPoint)*
- v. Learn new online systems quickly*
- vi. Maintains database*
- vii. Video, phone, and virtual meetings*

3. Personal: Motto – learning & advancing

- a. Stays abreast of latest industry products, standards & technologies.
- b. Seeks out and participates in activities to develop personal growth in knowledge of estimating and Ferguson Builders' processes to better fulfill the above KRAs.
- c. Read the following books (not limited to just this list):
 - i. Estimating Construction Profitably*
 - ii. Defensive Estimating*
 - iii. Nailing your Numbers*
 - iv. What Th Heck Is EOS*
 - v. DeWalt Carpentry and Framing Complete Handbook*
 - vi. 7 Habits of Highly Effective People – Steven Covey*
 - vii. Who Moved my Cheese – Spencer Johnson*
 - viii. The Ideal Team Player – Patrick Lencioni*
 - ix. Outstanding!: 47 Ways to Make your Organization Exceptional – John G. Miller*
 - x. QBQ: The Question Behind the Question – John G. Miller*
 - xi. Overcoming the Five Dysfunctions of a Team – Patrick Lencioni*
 - xii. The Go Giver – Burg, Mann*
- d. Watch training videos
 - i. Planswift*
 - ii. Buildertrend*
 - iii. Microsoft suite (specifically Excel) training*
- e. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 - i. Finds educational opportunities for self and the Ferguson Builders' team*
 - ii. Reviews/learns from professional literature:*
 - 1. Reads books, magazines, ads, etc.*
 - 2. Listens to podcasts, etc.*
 - 3. Watches tutorials, TED Talks, etc.*
- f. Finds a healthy balance between work and personal life to thrive in both.
 - i. Arrives to work on time and leaves work on time*
 - ii. Schedules appropriately to complete necessary tasks efficiently*
 - iii. Plans in advance for time-off*

Italicized lists are not all-inclusive ways to meet the KRA.

Since we are a growing company, you may be asked to complete other tasks not on this list.

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