

POSITION: Senior Estimator

Location: Columbus, OH

Reports to: Preconstruction Manager

ABOUT US

MAC Construction is a multi-generational family business with over 50 years of excellence in commercial construction. Now led by the 3rd generation of McEnery family members, brothers Steve and Matt, we continue the legacy of our founders by building enduring projects and partnerships with clients.

Our diverse portfolio includes multi-unit retail, restaurants, offices, and industrial facilities across the region. With each project, MAC aims for exceptional results and a positive legacy impact for clients, engaged team members, and the neighboring community.

Our values, learned from our family's leadership, are embodied in the acronym C.R.E.S.T.: Customer Focus, Respect for People, Excellence in Execution, Safety, and Team Collaboration.

OUR VALUES

- **Customer Focus:** We consistently deliver exceptional service by educating, collaborating, and engaging with our clients. Our goal is to make a positive impact beyond the construction site, building lasting relationships based on trust, integrity, and timeliness.
- **Respect for People:** We treat everyone with kindness, compassion, and respect. We honor our heritage and operate with honesty and transparency, dedicated to investing in our team's growth and development.
- **Excellence in Execution:** We strive for excellence in every project we undertake by committing ourselves to completing every project on time. We pay attention to detail, uphold high standards, and continuously seek improvement to ensure the highest quality outcomes.
- **Safety:** We maintain safety in every aspect of our work, from conference rooms to construction sites. We take responsibility for our actions, overcome challenges with determination, and always prioritize safety.

- **Team Collaboration:** We value teamwork and believe that collaboration leads to better results. We foster an inclusive environment where every team member's contribution is respected and valued, working together to achieve our common goals.
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POSITION SUMMARY

The Senior Estimator plays a key role in MAC Construction's preconstruction process, leading the development of accurate, complete, and competitive estimates that form the foundation for successful projects.

This individual combines deep technical estimating expertise with leadership skills to drive consistency, accuracy, and communication across departments. Working closely with the Director of Development & Preconstruction, the Senior Estimator provides mentorship to other team members, supports client relationships during the preconstruction phase, and ensures a smooth transition from estimating to project execution.

This is a leadership-level role for an experienced estimator who thrives on detail, process improvement, and collaboration.

ESSENTIAL FUNCTIONS

Estimating Leadership

- Lead and manage the preparation of detailed cost estimates for projects from conceptual through final bid documents.
- Establish bid strategies and ensure complete, accurate scope coverage across all divisions.
- Review and validate all estimates prior to submission, ensuring that pricing aligns with project drawings, vendor proposals, and company standards.
- Provide oversight and mentorship to estimating staff on takeoffs, bid leveling, and proposal documentation.
- Identify and communicate value engineering opportunities to improve cost efficiency without sacrificing quality.

Bid and Proposal Management

- Manage the full bid process from RFP intake through submission, including document control, trade solicitation, bid coverage, and leveling.
- Develop project-specific scope sheets and bid forms, confirming all trades have complete and current information.
- Lead bid-day analysis and ensure that all proposals reflect complete and accurate scope.
- Assemble and deliver professional, client-ready proposal packages that communicate clarity, confidence, and alignment with project requirements.
- Support pre-bid meetings and post-bid interviews as needed to represent MAC's estimating team.

Preconstruction Collaboration

- Collaborate with design teams, project managers, and field leadership to identify constructability issues, schedule implications, and risk areas.
- Partner with operations on handoff deliverables, ensuring all bid assumptions, vendor selections, and clarifications are documented and accessible in Procore.
- Participate in project handoff meetings and support field teams in understanding estimation logic and scope breakdowns.

Vendor and Subcontractor Relations

- Build and maintain strong relationships with subcontractors and suppliers to ensure competitive pricing and reliable coverage.
- Lead pre-bid scope review calls and ensure alignment on inclusions, exclusions, and assumptions.
- Review and level all subcontractor bids, tracking historical data for future reference.
- Maintain MAC's preferred vendor database and ensure consistent communication with trade partners.

Process Improvement & Data Management

- Support the development and refinement of MAC's preconstruction procedures and SOPs.
- Maintain historical cost data and use it to inform conceptual and schematic budgets.

- Assist in establishing performance metrics for estimating accuracy, proposal timeliness, and bid hit rate.
- Leverage technology (Procore, ProEst, Bluebeam, Excel, Smartsheet) to streamline estimating workflows.

SKILLS & QUALIFICATIONS

Technical Skills

- Deep understanding of construction means, methods, and cost structures across commercial building types.
- Proficiency in Procore, Sage Estimating, Etakeoff (or equivalent estimating software), Bluebeam, and Microsoft 365 Suite, Including Project and Planner Apps
- Strong ability to interpret and analyze design documents, specifications, and contract terms.
- Familiarity with data center, industrial, or MEP-intensive project estimating preferred.

Leadership and Communication

- Exceptional attention to detail and organizational skills.
- Strong written and verbal communication skills, with the ability to clearly convey scope and cost assumptions.
- Demonstrated ability to mentor junior estimators and collaborate across departments.
- Ability to lead meetings with clients, architects, and subcontractors confidently and professionally.

Education & Experience

- Bachelor's degree in Construction Management, Engineering, or related field preferred.
- Minimum 8–12 years of progressive estimating experience with a commercial general contractor or similar entity overseeing multitrade scopes of work or complete turnkey projects.
- Experience in both conceptual and hard-bid estimating required.
- Proven success in developing and maintaining subcontractor relationships.

PHYSICAL REQUIREMENTS

- Complete all physical requirements of the job with or without reasonable accommodation to perform the essential functions of this job successfully.
 - Endure potential exposure to weather such as heat and/or humidity and cold.
 - Endure exposure to fumes, airborne particles, dust, asphalt, and moving mechanical parts. Conditions can also include the risk of electrical shock and vibration.
 - Endure potential exposure to a loud work environment.
 - Must be able to walk, climb stairs, sit, stand, and reach with hands and arms.
 - Be able to talk and hear at normal levels.
 - Be able to see with close vision, distance vision, color vision, peripheral vision, depth perception, and adjust focus.
 - Use hands and fingers to operate tools and other business machines.
 - Lift and/or move up to 50 lbs.
 - Travel as needed.
 - Adhere strictly to the MAC Drug-Free Workplace Policy and pass drug screens as requested.
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COMMITMENT

With this signature, I acknowledge that I have thoughtfully read, considered, and agree to everything included in this Job Description. This includes attesting that I will meet all included requirements and qualifications:

EMPLOYEE SIGNATURE

MAC EXEC SIGNATURE

EMPLOYEE NAME

MAC EXEC NAME

DATE

DATE
