

Caretaker Landscape and Tree Management is seeking experienced Estimators to join our Gilbert, AZ office and be a part of a dynamic team. As an **ALCA 2017 Award of Excellence winner**, and one of **Arizona's 2017 Most Admired Companies by AzBusiness**, we offer you the opportunity to work with some of the top landscape construction professionals in the region in an exciting, family-business environment. If you want to work on some of the largest and most exciting projects in the Southwest and Rocky Mountain Region and be part of a company with a clear vision for the future, Caretaker Landscape and Tree Management is the right choice.

Job Summary

The Estimator has overall responsibility for the development of accurate, timely and detailed cost estimates on large, complex commercial landscape construction projects. The Estimator has extensive knowledge of landscape construction means and methods, project schedule preparation, costs and construction principles. The Estimator will be a self-starter and work efficiently with minimal oversight, must be able to meet critical deadlines and have the ability to lead and work as part of a greater team.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- **MUST have commercial landscape construction and irrigation expertise** as you will provide estimating support for complex commercial landscape construction projects for our Arizona and Colorado construction teams
- Reviews construction documents and understands scope of work to bid
- Executes take-offs of construction documents; Utilizing On-Screen Take Offs
- Inputs take-offs into computer spreadsheet
- Obtains pricing for materials
- Obtains bids from subcontractors
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items
- Where predetermined standard(s) are not available, makes an estimate
- Informs immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database
- Attend pre-bid conferences
- Performs special projects and other duties as assigned

KNOWLEDGE, SKILLS, AND COMPETENCIES

- Must have minimum of 3 years of landscape construction estimating experience
- College Degree Preferred
- Demonstrated On Screen Take-Off experience
- Excellent communication skills to gain agreement or acceptance of ideas, plans, activities, products, and services
- Ability to consistently deliver accurate estimations while setting realistic expectations of the company's ability to deliver these products and /or services
- Excellent time management, problem-solving, decision making, presentation and organizational skills

- Strong MS Office skills including Word, Excel, PowerPoint, and Outlook

ABOUT CARETAKER

In addition to our competitive compensation and benefits, we offer stability. In business for 29 years, we are a company that still has a family feel and a dynamic team culture. At Caretaker, we're all about our team, our clients, and doing the right thing. We pride ourselves on the fact that our differentiator is our people. We believe employee retention creates client retention, so at Caretaker we know our people are the key to our success, and we engage in employee appreciation, provide development opportunities and believe in having fun while working hard.

Caretaker Landscape and Tree Management is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other status protected by applicable law.

Caretaker is a drug-free workplace and participates in E-Verify.