



## SENIOR ESTIMATOR JOB DESCRIPTION

### ABOUT CB CONSTRUCTION MANAGEMENT:

CB Construction Management is a general contracting and construction management firm built to solve complex problems with modern approaches, not outdated playbooks. We work for clients who expect clarity, accountability, and results, and we operate accordingly.

We are grounded in our values of Forthrightness, Authenticity, Momentum & Efficiency, Conviction, and Excellence. Those are not simply words on the wall. They show up in how we make decisions, how we communicate, and how we deliver work.

At our core, we are builders, not just of structures, but of trust. Our work demands that we take incomplete information, competing priorities, and real-world constraints, and turn them into clear plans and executed outcomes. That requires judgment, discipline, and the willingness to make decisions when conditions are not ideal.

Our method combines creative problem solving with disciplined systems and processes. The result is not just successful projects, but predictable outcomes in environments where most teams would otherwise struggle to maintain control.

Bringing someone onto this team is not hiring an employee. It's adding a partner. We are direct. We hold the line. We take responsibility for outcomes. And we expect the same from teammates.

This is a place for people who want real ownership. People who can think, decide, and execute without waiting to be told what to do. People who care more about the work being done right than about being comfortable.

If you're looking for a role where expectations are clear, accountability is real, and the standard is high, you'll thrive.

### JOB SUMMARY:

**Title:** Senior Estimator

**Department:** Construction Management

**Reports To:** Managing Partner

**Location:** Morristown, NJ

CB Construction Management is seeking a Senior Estimator who embodies what it means to be a builder — someone who can take incomplete, two-dimensional information and develop it into a clear, defensible, and executable plan for the full project. The role will lead and develop our estimating and preconstruction function.

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initial (date)

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This is a hands-on leadership role for an experienced construction professional who can work independently, think critically, and build structure in a growing company environment. The role will be responsible for both preparing accurate pricing and the company's preconstruction function.

**PROJECT BASED KEY RESPONSIBILITIES:**

- Build and maintain strong working relationships with clients, design professionals, trade partners, and vendors.
- Analyze drawings, specifications, and project information to define full scope and constructability — including scope gap for what is not shown but required to meet the client's intent.
- Develop accurate, competitive budgets and estimates across all phases of design, from concept through construction documents. Perform thorough quantity takeoffs for each phase of design and pricing iterations.
- Monitor design evolution and clearly communicate cost and schedule impacts as conditions change. Provide clear and timely feedback during design and preconstruction.
- Lead and manage preconstruction meetings with ownership and design teams.
- Evaluate materials, means, and methods to identify value engineering opportunities and cost alternatives while maintaining project intent, quality, and constructability.
- Build and maintain a reliable trade partner network; identify and qualify new partners to ensure strong bid coverage. Help strengthen relationships with market trade partners, vendors, and industry partners.
- Lead the full bidding process: prepare packages, solicit bids and bid outreach, descope and level bids, and drive award recommendations. Review and qualify subcontractor proposals for completeness and risk.
- Develop proposal clarifications and qualifications.
- Monitor estimating accuracy and performance; identify and implement improvements over time.
- Lead project handoff from preconstruction to construction with clarity and accountability to ensure alignment between estimate, scope, and execution.
- Support procurement, pricing and negotiation of change orders as needed.

**CORPORATE DEVELOPMENT BASED KEY RESPONSIBILITIES:**

- Develop, maintain, and improve upon the company's estimating and preconstruction systems, templates, tools, information, and data.
- Contribute to the development of internal workflows that improve accuracy, speed, and accountability.
- Develop and mentor teammates and direct reports.
- Undertake additional responsibilities as needed to support company priorities.

**REQUIRED EDUCATION & QUALIFICATIONS:**

- 10+ years of construction estimating and/or preconstruction experience in the Northern and Central New Jersey market with a general contractor or construction manager preparing successful conceptual budgets, detailed estimates, GMPs, and competitive bids.
- Demonstrated ability to perform quantity takeoffs and interpret construction drawings and specifications across multiple disciplines.

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- Strong understanding of construction means and methods, trade sequencing, and market pricing.
- Clear ability for bid analysis and identification of scope gaps, coordination issues, and risk during document review.
- Successfully led the entire preconstruction process from conceptual budgeting through the entire bid and handover process.
- Advanced proficiencies in Microsoft Excel and with a digital takeoff platform are required.
- Must be able and willing to work onsite daily in our Morristown, NJ office.

**PREFERRED SKILLS & CHARACTER ATTRIBUTES:**

- Solid understanding of construction law, accounting, all design disciplines (i.e. civil, structural, architectural, MEPS, ID), municipal and state permitting and regulations, safety regulations, CPM scheduling, and process analytics.
- Compelling influencer, communicator, and leader in group and individual settings with both spoken and written communications.
- Commanding presence. Equal effectiveness in ability to both think strategically and execute tactically. Proficient in leading, managing, and holding accountable upstream, internal, and downstream teams and teammates.
- Resourceful and thoughtful who creates order where structure is developing.
- Grit, tenacity, and fortitude. Knows how to bring levity to tense situations.
- Ability to think fast and slow depending on the criticality of the situation and estimated time available for resolution.
- Thinks and acts strategically, tactically, and w/in networks simultaneously.
- Distills complex situations into categories and salient points for articulate, simple, and comprehensive conveyance to the appropriate audience(s).
- Analytical mindset, organized, accountable, solutions oriented, exceptional attention to detail, and excellent written and verbal communication skills.
- Ability to work independently, prioritize effectively, and manage multiple pursuits simultaneously.
- Experience with and knowledge of the senior living, health and wellness, education and learning, sports and recreation, cultural, urban multi-family, and/or worship sectors and building types is preferred.

**COMPENSATION PACKAGE:**

- \$120K-140k (range, depending on qualifications) annually, paid on a bi-weekly basis.
- Ability for stock ownership participation after one (1) year of continuous service.
- Profit sharing up to 12.5% of annual wages based upon individual annual goal(s) achievement and performance.
- 15 days annually of paid time off (PTO).
- 10 paid holidays annually.
- Health benefits.
- Retirement benefits.
- Ongoing skill training.

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**HOW TO APPLY:**

Interested candidates should submit their resume and cover letter to [Info@CBConstructionNJ.com](mailto:Info@CBConstructionNJ.com)

**SCREENING REQUIREMENTS:**

As part of your employment with CB Construction Management an initial pre-employment drug tests and criminal checks are required. There are annual, random drug tests as a condition of employment. CB Construction Management prohibits employees from being under the influence of substances such as drugs or alcohol during work hours. CB Construction Management is dedicated to the safety of all individuals in our offices and job sites.

**CB Construction Management is an Equal Opportunity Employer**

CB Construction Management is committed to fostering a diverse and inclusive culture where everyone can excel. We take great care to ensure that our hiring practices are inclusive and meet Equal Employment Opportunity standards. Individuals looking for employment at CB Construction Management are considered without regard to age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other protected characteristics.

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