GUERDON LEADERS IN MODULAR

Job Title: Project Cost Estimator Location: Boise, ID
FLSA: Exempt
Salary Range: $80K-$105K

Guerdon is the premier manufacturer of wood-framed, multi-family, industrial workforce housing, and light commercial modular buildings. Proudly made in the USA at our facility in Boise, Idaho, we serve clients across the Western United States and Canada. With a strong focus on multi-family and multi-story apartments and hotels, our projects are custom-built to meet local codes, client specifications, and architectural design requirements.

The Project Cost Estimator is responsible for developing and maintaining accurate construction cost estimates throughout the project lifecycle. This position supports project planning and execution by analyzing project documents, preparing conceptual and detailed estimates, monitoring actual project costs, and performing cost variance analysis. The role also contributes to the development of construction contract documentation, continuous improvement of estimating processes, and the enhancement of cost management practices to support operational efficiency and project profitability.

Responsibilities:

- Review architectural drawings, specifications, and related project documents to develop a complete understanding of project scope, requirements, and constructability.
- Prepare detailed project estimates and cost models using established estimating procedures and software platforms, including NetSuite, Bluebeam, and Microsoft Excel.
- Develop conceptual estimates and Rough Order of Magnitude (ROM) pricing for proposed projects and early-stage opportunities.
- Analyze labor, material, equipment, subcontractor, and overhead costs to produce accurate and competitive project estimates.
- Maintain project document control, including the distribution, tracking, and organization of drawings, revisions, specifications, and bid documents.
- Coordinate with Project Management, Business Development, Purchasing, Engineering, and Operations teams throughout the project lifecycle to support project planning and execution.
- Monitor and compile actual production and project costs, comparing results against original estimates and budgets.
- Perform cost variance analysis and prepare reports identifying trends, risks, and opportunities for cost improvement.
- Continuously evaluate estimating assumptions, historical data, and production costs to maintain accurate estimating standards and current pricing models.
- Assist in the development and maintenance of estimating databases, cost libraries, and standardized estimating procedures.
- Support value engineering initiatives and provide recommendations to improve project profitability, efficiency, and constructability.
- Participate in bid reviews, project handoff meetings, and post-project evaluations to identify lessons learned and improve future estimating accuracy.

- Develop and maintain strong working relationships with clients, architects, engineers, general contractors, subcontractors, and vendors while providing exceptional customer service.
- Ensure all project documentation, cost data, and estimating records are properly maintained and stored in accordance with company standards.
- Identify opportunities for process improvements and actively contribute to the continuous enhancement of estimating systems, procedures, and cross-functional collaboration.

Requirements:
- Bachelor's degree in engineering, construction management, accounting, or demonstrated equivalent.
- 2 years’ experience developing accurate conceptual through detailed cost estimates.
- High level of proficiency in Microsoft applications; Excel, Word & Outlook.
- Familiarity with NetSuite and Bluebeam desired
- Proven experience working efficiently in team environment and establishing and maintaining strong working relationships with clients, architects, engineers, general contractors and vendors.

Skills and Abilities:
- Ability to organize and work in a fast-paced environment.
- Strong interpersonal skills with a high degree of professionalism.
- Self-starter with the ability to work with limited supervision.
- Learning agility to master new software.
- Ability to work on-site during regular business hours of 8-5 M-F

Physical Requirements:
- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, see, and use hands and fingers to operate a computer and reach, stoop kneel.
- Light to moderately lifting.
- Moderate noise (i.e., business offices with computers, phone, and printers, light traffic).
- Ability to work in shared space.

Benefits:
- Weekly Direct Deposit
- Paid Vacation and Holidays
- Health insurance
- Dental and Vision Plan
- 401(k) plan
- Life Insurance
- Long Term and Short-Term Disability Insurance
- No Regular Travel Required
- Recognition and Teamwork culture
- Safety First Environment
- Opportunity for Growth

Note: Applicants must be currently authorized to work in the United States on a full-time basis and must be able to pass a pre-employment drug screen and background check.

Guerdon LLC is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status or any other status protected under local, state or federal laws.