



JOB DESCRIPTION

ESTIMATING AND CHANGE ORDER AGENT

Summary

Curington Homes is a premier custom home builder in the Ocala, Florida and surrounding areas known for our commitment to quality craftsmanship, design, and exceptional customer service. With a legacy spanning 52+ years, we have built a reputation for delivering the highest quality custom homes tailored to our clients' unique preferences and lifestyles. Our team is dedicated to excellence and integrity in every project we undertake.

Job Description:

We are currently seeking a meticulous and detail-oriented Estimating and Change Order Agent to join our team at Curington Homes. In this position, you will play a crucial role in managing estimating and change orders throughout the custom home-building process. You will work closely with our Team, Clients, Subcontractors, and Vendors to ensure accurate documentation and pricing, timely processing, and seamless implementation of all estimates and change orders for custom home-building projects.

Major Responsibilities of the Estimating and Change Order Agent:

#1 - Change Order Management:

- Serve as the primary point of contact for change order inquiries and updates.
- Receive, review, and analyze change order requests from other team members and clients.
- Verify the scope, cost, and impact of proposed changes on the construction timeline, budget, and project specifications.
- Collaborate with the team to evaluate the feasibility and implications of change orders.
- Prepare detailed change order documentation in Buildertrend, including cost estimates, revised plans, scope of work, disclaimers, and specifications.
- Create closing packages with final change orders in order to close homes with clients.

#2 - Estimating:

- Analyze detailed plans, specifications, and contracts to prepare accurate estimates for all material and labor costs.
- Coordinate with vendors and subcontractors to obtain detailed and accurate quotes.
- Use Takeoff software to perform takeoffs with cost estimates and reports, including labor, materials, quotes, allowances, overhead expenses, and more.
- Continuously monitor and update costs and takeoff assemblies to maintain accuracy and keep prices up to date.
- Collaborate with our team and clients to develop realistic budgets and allowances.

#3 - Communication and Coordination:

- Facilitate communication and obtain approvals from clients and relevant parties for proposed estimates and change orders.
- Communicate effectively with clients to address questions, concerns, and requests related to estimates and change orders.
- Participate in regular meetings to discuss estimating and change order status, issues, and resolutions.

#4 - Cost Control and Budget Management:

- Monitor the financial impact of estimates and change orders on project budgets and profitability.
- Collaborate with the finance team to track and create reports for estimates vs actuals and reconcile change order costs.
- Review invoices weekly to track invoice accuracy and issues and help prevent missing elements in future estimates and change orders.
- Identify opportunities to improve quality, mitigate unnecessary costs, and optimize project outcomes while meeting client expectations.

Knowledge, Skills, and Abilities:

- **Home Construction Knowledge** - Strong understanding of construction processes and how a home is built; Ability to read and interpret construction plans.
- **Mathematical Skills** - Ability to calculate figures and amounts such Square Feet, Linear Feet, Cubic Yards, Percentages, etc. Ability to apply concepts of algebra and geometry. Understanding of applying Markup and Margins to items to come up with prices for Clients.

- **Technology** - Understanding of how to use Takeoff software such as Planswift. Must be proficient in the use of a smartphone, tablet, email, printer, computer, Microsoft Excel & Word, and Construction Management Software (*Buildertrend – Where all change orders are created and managed*).
- **Contractual Language** - Ability to comprehend and proficiently draft contractual language and disclaimers. Capable of articulating terms and language clearly and accurately to protect both the organization's and the client's interests.
- **Problem Solving** - Good problem-solving skills with a focus on delivering high-quality results and exceeding client expectations.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds promptly to requests; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to extra hours of work if/when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Education and/or Experience:

- Two or more years of experience in estimating process.
- Ideally two or more years of experience using takeoff software such as Planswift.
- Ideally, two or more years of experience in the construction industry. Experience in Residential construction is preferred.

Pay & Benefits:

- \$22 - \$25 per hour based on experience and residential construction knowledge
- Bonuses & Quarterly Profit Sharing (Starts after 6 months)
- Dental, Vision, and Life Insurance (Starts after 90 days)
- Paid Holidays
- Vacation Benefits (Starting at one week per year)
- Sick Leave

Schedule:

- 8-hour days between 8 am and 5 pm.
- Monday to Friday.

To find out more about career opportunities or to submit your application, go to CuringtonHomes.com/careers