

GRIFFON ASSOCIATES INC

480 Bedford Road

Chappaqua, New York 10514

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JOB TITLE:	Purchasing and Estimating Manager
REPORTS TO:	Director of Purchasing and Estimating
PREPARED BY:	Chris DeThomas
PREPARED DATE:	August 6, 2018
REVISION DATES:	October 15, 2020
HAS AUTHORITY OVER:	N/a
FSLA STATUS:	Salaried, exempt

SUMMARY

Help manage the centralized purchasing and estimating operations company-wide to maximize the efficiencies of the company's buying power and to ensure consistent and accurate pricing from contractors and vendors. This role will also include, but will not be limited to the development and maintenance of project specifications, trade scopes, project budgets, assisting with assembling and distributing contract documents, preparing accurate cost estimates, buyout schedules, etc.

Other major responsibilities will be to help evaluate and assess the qualifications and track the performance of contractors and vendors and to maintain a current list for use in establishing bid lists for future projects. Will also be responsible for accurate record keeping of historical cost data/budgets and assist the Senior Management in contract negotiations and execution of the contracts thereof.

AREAS OF RESPONSIBILITY

Estimating Responsibilities

1. Provide preliminary conceptual budgets for the development team for use in the evaluation of new deals/acquisitions.
2. Participate in the design development process, providing historical cost information which will help provide direction through the design process.
3. Provide updated budgets as the plans progress through the design development process through to becoming bid/construction docs.
4. Develop and maintain an accurate unit cost data base.
5. Perform accurate and detailed material take-offs as necessary to validate budgets.

Bidding/buyout Responsibilities

1. Prepare accurate and concise scopes of work for contractors and vendors.
2. Prepare bid packages for distribution to contractors and vendors.
3. Conduct project walkthroughs before bidding process as required and when applicable.
4. Prepare and maintain the project buyout schedule in accordance with project's construction schedule.
5. Provide regular updates to Executive team/Ownership on buyout status, progress, report all potential budget busts and/or savings opportunities in a timely manner.
6. Provide direction and act as a company liaison to all bidders through the bidding process, providing accurate answers to RFIs respectively and sharing information with all as well.
7. Develop detailed bid analysis/leveling sheets so to accurately compare/evaluate all bids/contractors.
8. Conduct bid scoping sessions with the final group of contractors/vendors to ensure that all bids are comprehensive and reflect the plans and specifications.
9. Help develop, implement and maintain a systematic process to purchasing/buyouts.
10. Set up and properly maintain all files including hard files and digital files in accordance with company policy and procedures.
11. Work closely with the construction, accounting and the executive team to create and maintain a detailed system for screening as well as the ongoing evaluations of the contractors/vendors capabilities and performance.
12. Lead the initiative to provide Value Engineering ideas for more cost efficient construction, cost savings, etc.

General & Technical Skills

1. Must be extremely proficient in blueprint/plan reading and comprehension.
2. Must also be proficient with; Pro Core, Microsoft Office applications with a focus Excel, Word and Outlook as well as the necessary software apps to perform the quantity take-off function of this role.
3. Must possess a very strong understanding of regional contractor pricing for the work in the residential sector of the industry.
4. Must possess strong communications skills, both verbally and in writing.
5. Possess a comprehensive understanding of the building codes.



6. Must initiate new contractor/vendor relationships as necessary, as well as maintain and cultivate pre-existing relationships.
7. Ability to understand, interpret and produce calculations of figures and amounts such as discounts, interest, commissions, proportions, fractions and percentages in practical situations.
8. Must also be able to understand, interpret and produce numerical analyses formatted as charts, graphs and spreadsheets.
9. Ability to maintain a cohesive and synergistic work environment between all coworkers and team members, including contractors and vendors.
10. Maintains a professional and organized work environment at all times.
11. Good understanding of site work, infrastructure, public utility installations and landscaping/hardscaping.
12. Knowledgeable with LEEDS and Energy Star programs, criteria and regulations.

Education and Experience

Bachelor's Degree in Construction Management, Building Science, Engineering, Architectural or Business Management is desirable and at least 5 years of experience in Estimating/Purchasing Construction Management, Business Management, or related activities in the construction industry; or equivalent combination of education and or experience.

Language skills

Ability to read, analyze, and interpret complex documents (engineering and land planning layouts, topography maps and blueprints). Ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively communicate pertinent information to all levels of management/ownership and field operations, both in writing and verbally.

Computer Skills

Must have experience with following computer applications:

- Pro Core Construction Management, Submittal Exchange or similar applications
- Excel
- MS Word
- MS Outlook
- Microsoft Project or similar scheduling program
- MS Powerpoint
- Blue Beam
- Plan Swift

