



## Estimating Manager - Job Description

### Company Summary:

We're innovative. We're customer centric. We're experience focused. We embrace the changing ideal of what and where people call home. We also believe in our formula for success – talented team collaborating with integrity, always executing, always innovating, while transforming neighborhoods and enhancing peoples' lives.

Onyx+East is a full-service home builder including development, construction, marketing, design, and sales – focused on serving clients seeking walkable neighborhoods and homes that make their life more connected and convenient. Headquartered in Indianapolis, Onyx+East is comprised of inspired and industrious individuals who are passionate about active lifestyles, exceptional customer experiences and creating solutions for neighborhoods that positively impact communities.

### Job Summary:

The Estimating Manager is responsible for the bidding, estimating and budgeting for Built To Rent developments, working in collaboration with the Purchasing Division from initial concept through final budget. This role includes communicating and collaborating with Development team, Director of Architecture, Subcontractors, Trade Partners, Purchasing Team and other related internal and external parties. The position will act as a liaison between Construction, Purchasing/Operations, Development, and Investment Management teams to ensure timely and accurate estimating and budgeting are completed for each project. The Estimating Manager is on the front lines of setting up projects for success and will be responsible for leading the process related to preconstruction, building, and enhancing subcontractor/trade partner relationships, collaborating Director of Architecture to ensure construction documents align with project budgets, and assisting in the management of O+E's construction risks at each phase of a development prior to construction commencement.

### Key Job Duties and Responsibilities:

- Develops cost estimates at varying depths for each phase of the development process.
- Coordinates with Acquisitions/Development, Director or Architecture and Purchasing and Production Services functions from concept/feasibility through the start of construction.
- Lead overall budget management, ensuring plan and project budget accuracy through development phase. Deliver key components and participate in the development of project feasibility analysis and preconstruction budgets for Built To Rent product lines.
- Lead/manage/participate in various components of pre-construction and project launch process, including plan set review, project analysis, phasing, bid process, standards and specifications, budgets, vertical construction, and other key items.

# ONYX+EAST®

- Accurately weighs and monitors historical cost data and current market conditions and conducts market research for each pricing phase.
- Maintain accurate records and logs of cost exercises and feasibility budgets.
- Play a key role in driving innovation in product, plan design, lifestyle design, sustainability, wellness, technology, and items consistent with company goals and overall budgets.
- This role will work on other Construction/Purchasing initiatives and regularly meet with the execution teams to capture lessons learned throughout the project delivery and ensure those lessons are integrated into new projects for continuous improvement.
- Meet and cultivate subcontractor relationships that are like minded with O+E's Construction's approach.
- Create and track issues lists and instill accountability for scope creep, and close out of outstanding issues.
- Prepare and present various levels of data for different audiences. High level budgets vs. fully detailed estimates.
- Lead the bid process and preparation of the Final Budget.
- Create pre-qualification standards and bid process for vendors in various markets.
- Collaborate with Director of Architecture in solution minded value engineering that balances the costs, full life cycle costs, schedule, maintenance, and initial development requirements.
- In conjunction with Purchasing and Construction teams, drive continual improvement in trade partnerships and overall execution, including quality, cost, capacity, product innovation, and customer experience.

## Experience and Skill Requirements:

- Bachelor's Degree in construction management, business, or related field.
- 5+ years proven experience in single family or multi-family construction operations, including purchasing, construction, estimating/budgeting, project management, and/or pre-construction preferred. Multi-family estimating and pre-construction experience preferred.
- Leadership, management, and business relationship management capabilities.
- Strong project management skills.
- Excellent communication, organizational, and planning skills.
- Collaborates well across functional areas.
- Strong analytical skills and budgetary experience.
- Balanced strategic, creative, organization, and execution orientation.
- Understanding of product and process within the construction industry.
- Ability to travel preferred.