

## **Job Title: Landscape Construction Estimator - (Residential)**

### **Responsibilities**

Serve as the lead point of contact for new clients / new inquiries  
Build trust with new clients  
Use clear parameters to determine if projects are a good fit for the company  
Accept phone and email inquiries & record new client information  
Answer questions and provide appropriate information and recommendations for new leads  
Reply to new client inquiries in a timely manner  
Organize client information, site notes, photos and project goals  
Use Box, Asana, Google Docs and Harvest applications  
Frequent Email and phone correspondence  
Create Estimates for new multi faceted residential landscape & rooftop garden projects  
Understand materials and pricing associated with customized project goals  
Use intuition and be attentive to small details for each project estimate  
Read and review residential blueprints or Plat of Survey for site details  
Use photos to understand job sites  
Read and calculate measurements to determine the area of outdoor spaces  
Understand materials used on rooftop decks  
Understand materials used in a landscape project  
Understand utilities associated with project goals  
Perform site visits as needed  
Record accurate site measurements and photos as needed

### **Requirements**

Proven ability to juggle multiple projects at a time, while maintaining sharp attention to detail  
Excellent listening, negotiation and presentation skills  
Excellent organization and time management skills  
Extremely Detail & Goal Oriented candidate  
Strong verbal and written communication skills  
Knowledge and Experience working in residential or commercial landscaping  
Knowledge and Experience with construction administration, engineering, design or architecture  
Knowledge and Experience in residential or commercial construction estimating  
Knowledge and Experience with plants, garden elements and outdoor materials  
Familiarity with building codes, best practices and building types  
Ability to use intuition  
Ability to make predictions about site challenges and logistics  
Must pass an assessment / example estimation test during the interview process  
Valid Driver's License

### **Schedule & Hours:**

Full time. Monday - Friday, 8:30am - 4:30pm

Note: Rooftopia is open from 7am - 4pm

This position offers alternative office hours and may offer a more flexible schedule after training.

## **Compensation & Benefits:**

Compensation will be based on experience (Hourly or Salaried starting at \$50k)

Paid vacation days may include Jan. 1, Memorial Day, Juneteenth, July 4th, Labor Day & Thanksgiving and weekdays between December 24 - December 30th, based on active payroll dates.

All staff are eligible for Cook County earned sick time after 30 days of employment.

Additional benefits may be available after 90 days of employment.

Interested Candidates must have a valid & clean drivers license.

Please send your resume and cover letter [info@rooftopia.com](mailto:info@rooftopia.com) to apply.

