

## Hiring Form

Date: 10/8/2021

Job Title: **Construction Estimator**

**Role:** This position is responsible for:

1. Maintain and create accurate, complete, and consistent base plan and option material and labor estimates with correct item activities and quantities; to ensure proper construction pricing with no item activity variances eliminating build cycle interruptions for the timely completion of houses under construction
2. The creation of community specific material and labor plan and option estimates containing accurate and correct items and quantities at a community and lot specific level for an uninterrupted flow of materials and labor to the company's building sites to insure homes are completed according to specifications, on time, and at budget.
3. Assist in the maintenance and creation of estimating database assemblies and formulas to ensure takeoff item activities are accurate, complete, and consistent to ensure the proper flow of material and labor to the jobsite and accuracy of purchase orders with no item activity quantity related variances.
4. The reduction of direct construction costs through the elimination of wasted material and labor and the value engineering of product lines.

**Position reports to:** Director of Estimating

### **Critical Behaviors for success in this position**

1. Accurate: Organized and accurate in day-to-day functions
2. Analytical: Demonstrates an attention to detail and problem-solving skills
3. Conscientious: Proactive manages the responsibilities of the job.
4. Dependable: Disciplined and dedicated to achieving the goals and responsibilities of the position.
5. Intense: Focused on the work to be done, the constraints to be resolved, and tasks to be completed.

### **Desired knowledge, skills, and experience**

1. Construction knowledge in reading building prints, preferably residential homebuilding
2. Minimum of 2 years estimating experience required, 4-year college degree preferred
3. Ability to analyze reports related to material and labor gap analysis and to take corrective actions
4. Organizational aptitude to coordinate verbal, written, and system generated information for routing and processing
5. Must have the experience and knowledge to take direct personnel action to achieve the goals of the job with minimal direction from the supervisor.
6. Direct experience with: Buildtopia and/or PlanSwift an added plus.

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**This position works with the following teams and processes:**

*Teams*

1. Purchasing
2. Pre-construction/Starts/Design Gallery
3. Riverside construction/building personnel
4. Suppliers, Subcontractors, and Trades

*Processes and Systems*

1. Continuous improvement: variance and system thinking analysis related to takeoffs and plans
2. Cost reduction: elimination of waste in the construction process
3. The supply chain of materials required per job
4. Spatial process analysis: review from different perspectives for efficiency and understanding

**Time commitment and flexibility**

The Construction Estimator position is expected to work 40 hours per week, with additional hours as needed per business demands. Time demands will fluctuate according to the work initiatives at the time. The position requires regular work times at the Company's corporate office but allows for remote work, as well.

The Company observes ten holidays during the year and takes a company trip once a year. There is a sliding scale for paid vacation time, beginning with five days on the first day of the month following six months of continuous full-time employment. Vacation is accrued per month until December 31<sup>st</sup> of the first full calendar year of employment. Beginning on January 1<sup>st</sup> following the first anniversary date, the employee is eligible for ten vacation days per calendar year.

**Desired values, attitude, and beliefs**

Riverside builds its success through the effective functioning of teams made up of employees and external trade contractors and suppliers. A good cultural fit with the Company is considered of topmost importance. Below is Riverside's mission, vision, and promise.

**Our Mission:**

To create an exceptional home-buying experience, deliver a quality-built home, and provide superior customer service.

**Our Vision:**

Riverside is the homebuilder North Texas trusts.

**Our Promise:**

We will be friendly, professional, fair, and informed. We will always do right, be honest, take ownership of problems, and do what we say we are going to do.

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Additionally, below is a list of values and beliefs fundamental to success at Riverside and a description of the attitude deemed most desirable

**Values**

Integrity – Doing what is right

Responsibility – own the project and contribute

Dependability – being able to be counted on

**Beliefs**

We strive to do what is right.

We will build a good quality home, do what we say, and keep our word

**Attitude**

Pro-active

Committed and hardworking

Open-minded

**Compensation and Benefits**

The salary range for Construction Estimator is based on education, skills, experience, and performance in the job.

**About Riverside Homebuilders**

Riverside Homebuilders is active throughout the Dallas-Fort Worth metroplex. It maintains 25-30 active projects at any point in time. Over the past four years, Riverside has grown at a 25% annual compound growth rate.

Riverside Homebuilders is part of Lackland Holdings. Lackland Holdings develops land and sales lots to Riverside Homebuilders, along with other builders. The two companies have a combined employee count of more than 100 people. They share corporate offices and administrative functions.

Riverside has a professional and congenial working environment. Employees identify with being part of the Riverside family. Compensation ranges are in the top quartile for homebuilding companies in the DFW area.

Riverside is a fast-paced, growing company. It invests in the training, equipment, and tools employees need for top performance. Continuous improvement can be found throughout the Company. Riverside is committed to the complete satisfaction of its customers.

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**Securing a job at Riverside Homebuilders.**

Riverside strives to find the best fit for each of its positions. At the same time, it provides candidates with valuable information about working for the Company so that the candidate can determine if Riverside is the right Company.

When hiring for a position, Riverside will consider the best fit of personality, behaviors, knowledge, skills, and experience. A standard personality test to determine personality fit will be used. Candidates must submit detailed resumes listing education, special training, employment, experience, and a list of references. Additionally, a background check will be conducted, which may include but not limited to, a person's work history, education, credit history, driving record, criminal record, medical history, use of social media, and drug screening. Riverside carries out extensive interviews with candidates to determine best fit.