



OR CCB# 209048  
WA CCB# DAKOTCS843J

1191 Capitol St NE  
Salem, OR 97301

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### **JOB TITLE:**

## **Commercial Roofing Estimator - L1 Introductory Level**

### **About Dakota Roofing**

Dakota Roofing is a family-owned company with over 30 years of experience, serving Oregon's Willamette Valley.

We value hard work, integrity, and craftsmanship, offering team members competitive pay, hands-on training, and opportunities for growth. Whether you're an experienced roofer or looking to start a new trade, Dakota Roofing provides a supportive environment where your skills and dedication are recognized. Join a team that takes pride in quality work and customer satisfaction.

### **Role Overview**

As a Commercial Roofing Estimator, you will play a crucial role in our company's success by accurately assessing project requirements and providing cost estimates for commercial roofing projects.

You will collaborate closely with project managers, architects, and clients to ensure that estimates are comprehensive, competitive, and aligned with project and company goals. Your attention to detail, technical expertise in roofing systems, and ability to analyze project specifications will be essential in delivering accurate and timely estimates.

As an introductory role, you will be assessed on a quarterly basis at a minimum. After 90 days there will be an assessment, after which you will either progress to the L2 Commercial Roofing Estimator role, remain at L1 introductory level, or be terminated.

### **Responsibilities**

1. **Project Assessment:** Evaluate project specifications, architectural drawings, and site conditions to understand the scope of work and project requirements.
2. **Cost Estimation:** Utilize your knowledge of roofing materials, labor costs, equipment, and subcontractor pricing to develop accurate and competitive cost estimates for commercial roofing projects.

3. **Quantity Takeoffs:** Conduct detailed quantity takeoffs for roofing materials, accessories, and labor required for each project.
4. **Vendor and Subcontractor Coordination:** Collaborate with vendors and subcontractors to obtain pricing, lead times, and availability of materials and services required for the project.
5. **Bid Preparation:** Prepare comprehensive bid proposals, including detailed breakdowns of costs, scope of work, exclusions, and timelines, ensuring alignment with client requirements and specifications.
6. **Value Engineering:** Identify opportunities for value engineering to optimize project costs while maintaining quality standards and meeting client expectations.
7. **Risk Assessment:** Assess potential risks and uncertainties associated with the project and incorporate contingency factors into the cost estimates.
8. **Documentation:** Maintain accurate records of project estimates, correspondence, and related documentation for future reference and analysis using best practices, company procedures, and provided CRM.
9. **Client Communication:** Communicate professionally and frequently with clients, clarifying proposals, getting project/bid updates, and selling our services.
10. **Team Collaboration:** Collaborate with project managers, architects, engineers, and other stakeholders to ensure alignment of estimates with project objectives and timelines.
11. **Contract Review:** Carefully review contracts of won jobs and submit them to the team for internal review. Sign contracts once given manager approval.
12. **Preconstruction:** Collaborate with internal project managers to ensure a smooth transfer of responsibility for the project, including but not limited to submittal creation and submission, pre-start change orders and scope changes, and RFIs.
13. **Continuous Improvement:** Stay updated on industry trends, roofing technologies, and best practices in estimating to enhance accuracy, efficiency, and competitiveness.

#### **Equal Opportunity Employer Statement**

*Dakota Roofing NW is an equal opportunity employer committed to fostering a welcoming workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status. We welcome applicants from all backgrounds to apply.*

## Qualifications

- 1-2 years proven experience in commercial sales in the construction industry.
- 1-2 years proven experience estimating in the construction industry.
- (Preferred) In-depth knowledge of commercial roofing systems, materials, and installation techniques.
- Proficiency in estimating software such as Stack, PlanSwift, or similar programs.
- Proficiency in word processing applications such as Excel and Adobe
- Strong analytical and mathematical skills with attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to work independently and collaboratively on extensive and drawn out projects.

## Working Conditions

- This position typically operates in a hybrid work environment, with a combination of remote work and in-office attendance.
- While flexibility is offered, initial onboarding and training may require full-time office presence for a designated period. Subsequently, a portion of the workweek may be conducted remotely, subject to the needs of the team and project requirements.
- Occasional site visits may also be required to assess project conditions. Travel may be necessary to meet with clients, vendors, or subcontractors.
- The role may involve working extended hours to meet project deadlines or attend meetings.

## Compensation

### **Base Salary:**

- Salary range is \$38,000.00 - \$45,000.00
- The starting wage for this position is \$38,000 annually, with opportunities for base salary increases on a quarterly basis. These increases are based on performance evaluations, achievement of predetermined milestones, and contributions to team objectives.
- As you demonstrate proficiency in your role, take on additional responsibilities, and exhibit strong performance, you will be eligible for

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incremental salary adjustments to reflect your growing expertise and value to the organization.

- This performance-based compensation structure is designed to reward your dedication, drive, and commitment to excellence. The base salary for this position shall not exceed \$45,000 annually.

**Potential for Bonuses:**

- Bonuses are based on revenue won for the company. The extent of your involvement in the process and the projected profit margin for the jobs won are two factors that determine the payout per job won. Bonuses during the first year could range from \$5,500-\$7,500.

**Benefits**

- Dakota Roofing NW currently offers no benefits such as 401K, healthcare, or profit sharing.

**Note:** *This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties, responsibilities, and qualifications may be subject to change based on the evolving needs of the company.*

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**How to Apply**

- Please email your resume to [info@dakotarroofingnw.com](mailto:info@dakotarroofingnw.com) with the job title you are applying for in the subject line of the email. Our team will be in touch with you regarding next steps in the application process.

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