



OR CCB# 209048
WA CCB# DAKOTCS843J

1191 Capitol St NE
Salem, OR 97301

JOB TITLE:
Commercial Roofing Estimator - L2

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

This role is for those who have passed the test as a Commercial Roofing Estimator_L1 or have the required experience and proven track record to skip the L1 position.

A person in this role has proved that:

- They can consistently hit the revenue targets set for them.
- Maintain and create lasting relationships with vendors and customers.
- Maintain meticulous records.

At Dakota Roofing NW, we count on our L2 team members to bring in the projects that keep our company thriving. In addition to fulfilling all L1 responsibilities, the L2 plays a crucial role in evaluating project needs and providing accurate cost estimates for commercial roofing jobs. You'll work closely with project managers, architects, and clients to ensure estimates are detailed, competitive, and in line with both project and company goals. If you have a keen eye for detail, strong knowledge of roofing systems, and the ability to break down project specifications, you'll be an essential part of delivering precise and timely estimates.

The expectation for this role can be boiled down to consistency and continued improvement. This position is not a trial position - it is an invitation to be an integral part of the company work flow.

Job roll assessments will be held semi-annually (180 days). At that time, management will discuss the performance of the L2. If performance has been up to standards, the employee would remain at L2. If the performance is above standard, the employee could be compensated (details discussed at that time), or promoted to a senior position yet to be created (L3). If the performance is found lacking, the employee could be demoted to L1 and placed on a 90 day probation.

Responsibilities

1. **Lead Generation:** Identify preferred existing clients and prioritize their needs. Search out new clients and lead generating sources and foster those relationships.
2. **Project Assessment:** Evaluate project specifications, architectural drawings, and site conditions to understand the scope of work and project requirements.
3. **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.
4. **Quantity Takeoffs:** Conduct detailed quantity takeoffs for roofing materials, accessories, and labor required for each project.
5. **Vendor and Subcontractor Coordination:** Collaborate with vendors and subcontractors to obtain pricing, lead times, and availability of materials and services required for the project.
6. **Bid Preparation:** Prepare comprehensive bid proposals, including detailed breakdowns of costs, scope of work, exclusions, and timelines, ensuring alignment with client requirements and specifications.
7. **Value Engineering:** Identify opportunities for value engineering to optimize project costs while maintaining quality standards and meeting client expectations.
8. **Risk Assessment:** Assess potential risks and uncertainties associated with the project and incorporate contingency factors into the cost estimates.
9. **Documentation:** Maintain accurate records of project estimates, correspondence, and related documentation for future reference and analysis using best practices, company procedures, and provided CRM.
10. **Client Communication:** Communicate professionally and frequently with clients, clarifying proposals, getting project/bid updates, and selling our services.

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.

11. **Team Collaboration:** Collaborate with project managers, architects, engineers, and other stakeholders to ensure alignment of estimates with project objectives and timelines.
12. **Contract review:** Carefully review contracts of won jobs and submit them to the team for internal review. Sign contracts once given manager approval.
13. **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.
14. **Consistent Target Achievement:** Consistently hit personal and company quarterly goals set by management.
15. **Continuous Improvement:** Stay updated on industry trends, roofing technologies, and best practices in estimating to enhance accuracy, efficiency, and competitiveness.

Qualifications

- 3+ years proven experience in commercial roofing sales.
- 3+ years proven experience in commercial roofing estimation.
- 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.
- 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.

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Compensation

Base Salary:

- Salary range is \$45,000.00 - \$70,000.00
- The starting wage for this position is \$45,000.00 annually, with opportunities for base salary increases on an annual 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 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 \$70,000.00 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 of employment could range from \$10,000-\$30,000+. This number could grow as a personal portfolio is built over time.

Benefits

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

Please 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.

How to Apply

- Please email your resume to 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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