



**Job Title:** Home and Commercial Restoration Scope Writer/Estimator

**Location:** Kiser Construction, Elk River, MN

**Job Type:** Full-Time

**Reports To:** Owner/President

**Salary Range:** Salary or Based on Experience

**Schedule:** Monday–Friday; Occasional after-hours or weekend availability may be required based on project needs.

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### **Position Overview:**

We are seeking a skilled and detail-oriented **Scope Writer/Estimator** with experience in both residential and commercial property restoration. This role involves evaluating property damage, preparing accurate scopes of work and cost estimates, and collaborating with project managers, insurance adjusters, and clients to ensure timely and successful project execution.

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### **Key Responsibilities:**

- Conduct on-site inspections of damaged residential and commercial properties to assess the extent of damage (fire, water, storm, etc.).
- Create detailed, line-itemized estimates using industry-standard software (e.g., Xactimate).
- Prepare scopes of work that align with insurance guidelines, building codes, and company standards.
- Collaborate with insurance adjusters, homeowners, business owners, and internal teams to ensure accurate claim documentation and scope alignment.
- Review and revise estimates based on feedback or additional findings.
- Maintain detailed and organized project files, including photos, sketches, and documentation.
- Communicate timelines, budget estimates, and project expectations to clients and stakeholders.
- Stay current on industry best practices, pricing changes, and insurance standards.
- Assist in resolving disputes related to scope or pricing with insurance companies or clients.

- Support sales and project managers in closing jobs and maintaining customer satisfaction.

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**Qualifications:**

- High school diploma or GED required; associate or bachelor's degree preferred.
- 2+ years of experience in property restoration estimating or scope writing.
- Proficiency with Xactimate (Level 2 certification preferred).
- Working knowledge of property restoration processes and construction methods.
- Strong understanding of insurance claim processes and guidelines.
- Excellent written and verbal communication skills.
- Highly organized, with strong attention to detail and time management skills.
- Ability to work independently and as part of a team.
- Valid driver's license and reliable transportation.
- IICRC certifications (e.g., WRT, ASD) a plus.

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**Working Conditions:**

- Primarily field-based with time spent at job sites and in-office.
- May involve exposure to damaged structures, debris, and environmental hazards.
- Occasional travel within the service area required.

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**Benefits:**

- Competitive salary and performance-based bonuses
- Health, dental, and vision insurance
- 401(k) with company match
- Paid time off and holidays
- Ongoing training and professional development opportunities

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**To Apply:**

Please submit your resume, cover letter, and any relevant certifications or sample estimates to [Darren@kiserrenovations.com](mailto:Darren@kiserrenovations.com)

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