

PROJECT MANAGER / ESTIMATOR

The Project Manager/Estimator is responsible for preparing job estimates and managing all aspects of multiple commercial construction projects. The position is also responsible for customer and vendor communication, budgeting, scheduling, contract and project administration.

Specific Responsibilities:

- Review estimated productions with management to finalize the bid.
- Maintain regular communication with GC early in bid process when bidding as a subcontractor.
- Oversee bid process by assisting with prioritizing, answering questions, managing deadlines and resolving issues associated with putting a bid together.
- Communicate with owners, architects, engineers and general contractors/sub's to develop winning bids.
- Understand the components of an estimate and project bidding to work with estimators in setting up jobs, as well as cross-training and bidding jobs when required.
- Set up projects when they are awarded including preconstruction meeting and activities, and all other coordination aspects to start up a job
- Work with Safety and field managers to prepare site safety, security, and maintenance of traffic and storm water pollution plans.
- Work with Field Managers to establish, track and manage project schedule.
- Review sub-contractor and supplier quote comparisons with the estimators in order to finalize scope and pricing to generate purchase orders and Sub-contracts
- Generate Subcontracts and Purchase orders to define scope and pricing and provide the necessary documentation to perform the project as bid or better.
- Make a detailed list of Subcontracts and Purchase Orders along with contacts for Field Managers prior to the start of the job, and ensure they have what they need to release materials and subcontractors.
- Prepare, review and return submittals for items to be manufactured or provided.
- Make sure that Permits if required are obtained.
- Understand the details of the Contract with the Owner, and work with the Field Managers to ensure they understand those aspects in the execution of the job.
- Coordinate construction activities with local officials to maintain a positive working relationship with local government and residents.

Job Requirements:

- High school diploma with additional schooling (AS or BS degree) or equivalent experience preferred
- 4-6 years' experience working on similar construction projects
- Strong written and verbal communication skills
- Strong ability to work as part of a team.

- Committed to getting the job done right the first time – and the willingness to work hard and do whatever it takes to make that happen
- Possess a strong personal character including the ability to both accept positive feedback and constructive criticism, strong personal expectations, and willingness to improve and grow in a project management role.
- Ability to look at the “big picture.”

We are an Equal Opportunity Employer.