

JOB DESCRIPTION

Project Manager/Estimator

SUMMARY

The position of the Project Manager/Estimator is responsible for effectively estimating and managing various construction projects. Projecting costs by collecting and studying information to ensure that costs of building materials, subcontractors, permits, and other fees are appropriate for each project. This position will require working in a team environment while supporting one another to ensure the success of all projects.

CORE JOB DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

- Work with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
- Schedule projects in logical steps and budget time required to meet deadlines.
- Strengthen current subcontractor relationships and include new subcontractors for future bidding.
- Create and present reports to upper management.
- Analyze and evaluate offers.
- Build and maintain long-term relationships with the key vendors.
- Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.

Estimating:

- Prepare and submit estimates, progress reports, and cost tracking data through all construction document phases.
- Review and qualify subcontractor proposals using detailed bid analysis sheets.
- Prepare quantity takeoffs for individual trade work.
- Maintain and update historical cost record including subcontractor database.
- Maintain current subcontractor unit pricing and overall building square footage costs.
- Assist in negotiation, awarding, and preparing subcontract agreements.
- Accurately estimate project general condition costs and provide preliminary project schedule.
- Explore documentation to gain deep understanding of the project requirements.
- Visit sites and other venues necessary to do the estimate.
- Prepare contracts and negotiate revisions, changes, and additions to contractual agreements with architects, consultants, clients, suppliers, and subcontractors.
- Study job specifications to determine appropriate construction methods.

Project Management:

- Ability to navigate and locate new leads, using lead specific software i.e. Dodge, Construct Connect, etc.
- Inspect and review projects to monitor compliance with building and safety codes

- and other regulations.
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
- Take actions to handle results of delays, bad weather, or emergencies at the construction site.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in construction management or project/program management preferred.
- At least 3 to 5 years of experience in construction project management and estimating.
- Ability to manage one's own time and the time of others.
- Ability to give full attention to what other people are saying.
- Ability to use logic and reason to identify the strengths and weaknesses of alternative solutions.
- Ability to motivate, develop, and direct people as they work and identify best people for the job.
- Ability to manage multiple projects at any given time.
- Proficient in Microsoft Office (Word, Excel, etc.) and project management software.
- Experience in Procore a plus.
- Excellent oral and written communication skills.
- Keen eye for detail when reviewing and interpreting drawings.

CORE COMPETENCIES

- **Business Results:** Ability to meet individual and company performance, metrics, and goals.
- **Drive and Productivity:** Able to bring about great results from ordinary circumstances; prepares for problems or opportunities in advance; undertakes additional responsibilities and responds to situations as they arise without supervision.
- **Communication:** Excellent verbal and written communication skills.
- **Teamwork:** Accepts feedback when offered and works well with others.
- **Attention to Detail:** Job requires being careful about detail and thorough in completing tasks.
- **Integrity:** Must be honest and ethical.
- **Dependability:** Reliable, responsible, and dependable in fulfilling obligations.
- **Initiative:** Willingness to take on responsibilities and challenges.

PHYSICAL ENVIRONMENT

Required job duties are normally performed in a climate-controlled office environment. However, some aspects of this role would require limited travel and walking on jobsites.

WORKING CONDITIONS

This is a full-time position. This position may require having the flexibility to work non-standard hours/shifts and having the ability to adhere to a structured schedule.