



Construction Estimator/Project Manager Job Description

SUMMARY

Estimator/Project Manager will support branch by preparing project takeoff, pricing scope of work and writing proposals. Tasks include analyzing drawings, specifications, and addenda, setting deadlines, establishing schedules, procuring materials, tools & equipment, and monitoring and documenting progress of the project. The Estimator may be responsible for more than one project at a time.

ESSENTIAL FUNCTIONS

- Proficiency in quantitative take off (On Screen Takeoff, EDGE, Bluebeam, or similar software)
- Sales and Networking: Specialty sales calls on general contractors. Follow-up sales calls on each job bid.
- Blueprints: Able to read and make OST on architectural plans
- Estimating: Compile material and labor requirements for each job take off and apply mark-ups for bidding. Use of OST computer programs where applicable for estimating purposes.
- Submitting Proposals
- Project Management & Budget Responsibilities
- Highly motivated, "Go-Getter" who is Customer Service and Sales Oriented
- Strong computer, communication, and organizational skills
- Detail-oriented, team player, and able to multi-task
- Strong problem-solving skills
- Ability to build and cultivate customer base
- Meet/Exceed minimum bid volume requirements
- Meet/Exceed minimum relationship building requirement
- Meet/Exceed annual growth/sales goals
- Expertise with Office 365 apps and services
- Outstanding verbal and written communication skills
- Proven track record of managing projects or initiatives

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent
- Associate's degree or equivalent 2 year college or technical school (preferred)
- Must possess a valid current driver's license

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach

with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to outside weather and job site conditions, which may include air borne particles, vibration, fumes and high places. The noise level in the work environment is usually moderate.

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Application Instructions:

Please send your resume directly to Joshua Campos at jcampos@alphaiwp.com or call 720-606-7199.