

ESTIMATING INTERN

ATTN: COLLEGE INTERNS

DATE: FRIDAY, APRIL 13, 2018

Looking for a company to grow your career and project experience? ProSet Construction is looking for experienced, motivated, and hard-working Construction Estimating Intern!

Position Description:

ProSet Construction is looking for a full-time Construction Project Estimating Intern with at least 1 year of commercial construction experience. Candidates should have the ability to work with a project team in pre-construction by preparing bid packages, analyzing subcontractor bids and assembling overall project estimates. Our Estimating Interns' responsibilities also include participating in analyzing project proposals and designs from design teams, soliciting subcontractors to bid our projects, and conducting research of regional markets. This job will be at the ProSet headquarters office in Montrose, CO, with typical work hours of 8AM-5PM, mountain time zone. Attendance of meetings with design teams, project executives and subcontractors may occur a few times each month. Infrequent, overnight travel may be required. Weekend or holiday work would be very infrequent.

Our Estimating Interns are responsible for preparing detailed cost estimates for a client or potential client, under the supervision of the head of the Pre-construction Department, for commercial construction projects for a variety of private sector nationwide. They spend a majority of their time contacting subcontractors by phone. The projects may include multi-family, mid-rise residential projects; hotels; and others. Creating and maintaining positive relationships with clients, architects, engineers and sub-contractors is essential.

Duties & Responsibilities:

Prepare detailed cost estimates by analyzing construction plans and specifications and performing quantity take-offs for select trades. Be technically savvy, using ProSet's take-off and project bid management software.

Develop subcontract interest in projects, and manage the subcontractor RFP process.

Qualify and level subcontractor and vendor proposals according to project requirements for appropriateness and completeness.

Itemize trade specific scopes and prepare bid packages.

Interact with clients, architects, engineers and local jurisdictions to understand and incorporate project objectives, schedules, permits, costs, etc.

Solicit subcontractor and supplier qualification documents for review by the executive team.

Estimate/forecast costs of labor and materials for scopes of work not provided by the proposing subcontractors and suppliers.

Create preliminary project schedules.

Generate cost reduction options.

Qualifications:

Actively enrolled in a bachelors degree program in construction management or construction related engineering.

Experience in commercial construction estimating is a plus.

Experience in one or more construction trades is a plus.
Knowledge of the construction industry practices, procedures, and market trends.
Dedicated, well-organized, able to plan, prioritize, and manage multiple tasks.
Detail-oriented, with the ability to focus on quality, accuracy, and attention to detail.
Experienced with commercial estimating software such as: ProCore, Bluebeam, ProEst, On-Screen Takeoff, etc.
Maintain professionalism when faced with aggressive deadlines.
Excellent leadership, personable, oral and written communication skills, and resource management skills.
Ability to interact, develop, and maintain a positive professional relationship with all levels of employees.
A learning leader's mindset; welcomes training and coaching, and assumes responsibility for their own work.

Location:

This intern position is at the ProSet Construction HQ office in Montrose, CO. We are a local and national firm, working on projects from the Mississippi to the west coast.

Why Should You Apply?

Growth opportunities
Annual training provided
PTO & Holidays
Team-oriented environment
Opportunity to advance

Company:

ProSet Construction is a growing commercial construction firm that has taken system based construction to the hospitality market with modular construction. We are innovators and paving the way to new delivery methods in an ever trying market with labor shortages and other site specific constraints.

We have repeat customer business with diversified projects
We believe in a work-life balance

****Please submit all applications/resumes online through the handshake portal at the following link:**
<https://career.colostate.edu/experience/handshake>; no phone calls or walk-ins. Candidates will be reviewed and contacted by ProSet personnel accordingly.

