

### ***We are looking for an Estimator's Assistant to join our team in Denver!***

Since its formation in 1994, Rocky Mountain Pavement has been Colorado's premier contractor in providing asphalt maintenance services to both commercial and private customers; specializing in asphalt paving and patching, hot-pour crack seal, sealcoat, striping, sweeping, and concrete repairs.

#### **Qualifications**

- Must have general computer skills, excel, words, outlook, and the ability to learn new software.
- Inside sales experience is preferred.
- Excellent oral and written communication skills are required and an ability to focus on tasks at hand, be a self-motivator, and to work well with others.
- Due to the nature of the position, regular and timely attendance is essential and must conform to the company's hours of operation.
- Valid ID, background check, and drug screening are required for all applicants.
- Must be able to provide legal right to work in the U.S. as A-1 Chipseal participates in E-Verify.
- Clean MVR.
- Ability to organize, plan and prioritize daily tasks.
- Strong attention to detail required.
- Construction background preferred.
- Ability to read blueprints preferred.

#### **Responsibilities**

- Support the estimating staff; generate proposals, maps, customer set up, and place job orders.
- Inside Sales - Provide phone and email quotes.
- Review GPS to coordinate daily takeoffs and jobsite checks.
- Enter google take offs, leads, and make maps.
- Enter change and repair orders.
- Breakdown entry and quantity verification.
- Make traffic control plans.
- Review the daily journal, bid net, Qwest, city and county websites, and any other lead sources.
- Support administration: bonds, certificates of insurance, pre-qualification renewals, contractor's license renewal, and permits.
- Small job and monthly sweeping invoicing.
- Correct work order discrepancies in estimating system i.e. - production, quantities, materials, and trucking.
- Distribute "Bids Due, Follow-Up, and Follow-Up Budget Bid" reports monthly

#### **Benefits**

- Salary wage based on experience; ranges between \$52,500 - \$62,500.
- Year-round employment.
- Paid time off.
- 401(k) with employer match.
- Company paid health benefits for the employee.
- Dental, Vision, Life, Critical Illness, Accident, Hospital, and short-term disability insurance available.
- Great atmosphere and team culture!

This position offers an opportunity to learn and grow within the company.

A-1 Chipseal Co. & Rocky Mountain Pavement is an Equal Employment Opportunity Employer.

Hello Possible Intern,

My name is Kyle Robinson, and I will be your main contact throughout your internship hiring process at A1 Chipseal and Rocky Mountain Pavement. A little about me, I graduated from CSU with a degree in Construction Management in May 2023. I am a Project Manager at A1 Chipseal and Rocky Mountain Pavement. We are a large general contractor that does road and concrete maintenance using lots of various products and procedures. It is a fantastic company to work for. Our estimating team needs assistance. We are looking for one intern for this position. The job description above is close to exactly what you will and be required to be doing. Obviously, this is not a full-time position. It is an hourly job. This will cover your internship requirement. We are looking for 6-month internships. We are not looking for 3-month internships. The internship will require anywhere between 40-50 hours a week. This is a fantastic opportunity not only to get credit for your internship but also to make some good summer money. We will be doing interviews around March 1<sup>st</sup>. If you are interested email me with your resume and a little about you and your previous work experience. No construction experience needed to apply.

Here is my contact information

303-210-3603

[krobinson@a-1chipseal.com](mailto:krobinson@a-1chipseal.com)

Please do not hesitate to reach out.