



## ESTIMATOR / PROJECT MANAGER

### JOB DESCRIPTION

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**JOB TITLE:** SENIOR CONSTRUCTION ESTIMATOR / PROJECT MANAGER

**REPORTS TO:** JEREMY J. ADDINGTON, PRESIDENT

**SALARY/HOURLY:** INQUIRE WITHIN

**PAYROLL STATUS:** EXEMPT

#### **SUMMARY & KEY RESPONSIBILITIES:**

The Project Estimator / Manager projects and controls construction costs by reviewing approved building plans and specifications, studying information; and controlling construction costs. As the Senior Estimator you will solicit bids from qualified subcontractors and suppliers and prepare a final bid proposal for submission. As the Senior Project Manager, responsibilities include project scheduling, owner correspondence, resource management assistance, and general direction of all operations of the assigned job site. Management responsibilities include ensuring profitability, meeting production goals, and pricing of extra work. Will work with other estimators to estimate assigned portions of projects during the job bidding process. Excellent organizational and communication skills are essential. Computer literacy is required. The ideal candidate will have strong desire to learn our company's processes and values in order to grow with the company. This position will require the ability to oversee other Estimators and Project Managers to ensure their success as the company grows.

#### **SENIOR CONSTRUCTION ESTIMATOR / PROJECT MANAGER JOB DUTIES (NOT LIMITED TO):**

- Responsible for developing and mentoring construction field supervision staff and overall project team.
- Ensure that construction staff has the appropriate training and development essential to meet client objectives.
- Monitor field staff performance and interface with construction client Project Managers and Resident Engineers on all facets of assigned projects to ensure client satisfaction.
- Responsible for meeting construction management budget and schedule objectives including the responsibility for the development of short- and long-term schedule, phasing, and sequencing strategies.
- Assist with business development and growth activities, including client visitation, and proposal writing.
- Implements Safety, Quality, and Ethical Standards in accordance with official Company policies.
- Reinforces the compliance of field safety regulations by all field personnel.
- Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect Company's interest, maintain good relationships with Clients, Subcontractors and Vendors.

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J. ADDINGTON GENERAL CONTRACTORS, INC. PO BOX 1268, POST FALLS, ID 83877  
PHONE: 208-765-5000 FAX: 208-765-5002



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#### PROJECT MANAGER / ESTIMATOR CONSTRUCTION JOB DUTIES CONTINUED:

- Is responsible for the overall profit and loss of each job and proactively seeks profit opportunities on each project.
- Handles all correspondence between Contractor and Sub-Contractor(s). Performs site visits and monitors progress of construction activities on a regular basis and holds regular status meetings with all sub-teams.
- Ensure construction activities move according to pre-determined schedule(s). Draft and submit budget proposals and recommend subsequent budget revisions where necessary.
- Develop and deliver progress reports, proposals, required documentation, presentations analyze results and troubleshoot problem areas.
- Working with assigned Superintendents proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Responds to RFI's; process contract change orders.
- Approves all invoices and manage the billing process.
- Ensure compliance with contract specifications.
- Represents Company in project meetings, client meetings, etc.
- Build, develop, and grow any business relationships vital to the success of the project.
- Maintains strict adherence to Company policies and procedures.
- Values and incorporates contributions of people from diverse backgrounds.
- Demonstrated ability to build relationships, communicates effectively at all levels of the organization, and lead through influence - with the purpose of driving change and delivering positive outcomes.
- Prepares work to be accomplished by gathering information and requirements; setting priorities.
- Prepares construction budget by studying plans; updating specifications; identifying and projecting costs for each elevation.
- Evaluates offers to purchase by costing changes, additions, and site requirements.
- Obtains bids from vendors and subcontractors by specifying materials; identifying qualified subcontractors; negotiating price.
- Maintains cost keys and price masters by updating information.
- Resolves cost discrepancies by collecting and analyzing information.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Maintains quality service by following organization standards.
- Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- This position is a "Key Role Position".

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#### CORE COMPETENCIES:

- Organization: Utilizes strong organizational skills.
- Communication: Displays strong written and oral communication skills and employs effective listening skills.
- Problem Solving: Analyzes problems and makes sound decisions in a timely manner based on objectives, risks, implications, and costs.
- Interpersonal Skills: Tactful and mature demeanor with well-developed interpersonal skills including the ability to work well with diverse personalities.

#### CONSTRUCTION ESTIMATOR SKILLS AND QUALIFICATIONS:

- Two- or Four-Year College Degree in Construction Estimating / Management preferred, but not mandatory or a minimum of 5 years of successful experience as a Project Manager / Estimator.
- Strong work ethic.
- Ability to read and understand blueprints and specifications.
- Working knowledge of ProEst (or similar), Foundation Software (or similar), Microsoft Excel, Microsoft Word, Primavera P6 Scheduling Software and Procore Software.
- Strong attention to detail.

#### PHYSICAL DEMANDS INCLUDE BUT ARE NOT LIMITED TO:

This is largely a sedentary role; however, some movement is required. This would require the ability to lift and carry sets of plans and specification manuals, use a keyboard and mouse, open filing cabinets, and bend or stand, as necessary.

#### POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 7:00AM to 4:00PM with a one-hour lunch break or as negotiated at time of hire.

#### Employee Acknowledgement:

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Employee Signature

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Date

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