



Construction Project Engineer:

Job Title:	Estimator		
Department/Group:	DIG Contracting	Job Code/ Req#:	
<p>Description: We are looking for a thorough Construction estimator to calculate possible costs and gains of construction projects. You will collect and analyze data according to a series of useful variables. The ideal candidate will be very comfortable with numbers and analytical. You must have great attention to detail and excellent communication skills. The goal is to provide the company with accurate information that will help in operations and strategic planning.</p>			
<p>Job Description: Roles and Responsibilities are listed but not limited to the following</p>			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Prepares work to be accomplished by gathering information and requirements; setting priorities. • Prepares construction budget by studying plans; updating specifications; identifying and projecting costs. • 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. • Acquire understanding of the requirements of the project/program at hand • Select metrics to produce valid estimates • Visit sites, warehouses and other venues to gather essential information • Review documents or consult experts to collect all necessary data • Analyze data and produce forecasts • Perform risk analysis • Prepare detailed reports or bids for submission to appropriate parties • Select advantageous deals by evaluating offers and quotes • Foster relationships with key vendors (subcontractors, architects etc.) 			



ADDITIONAL NOTES ON POSITION:

We are a great company who has built many commercial projects in Fort Worth and Dallas Metroplex. We require a candidate with 2-3 yrs. experience in a Estimating, or similar role. A degree in Construction Management is highly desirable. Must have experience in Microsoft Office, Project, etc. We are looking for career-oriented candidates that want to grow with us. Only applicants that meet the above stated requirements will be considered.

Please send us a resume, cover letter and references to info@dig-contracting.com. This will be a 1099 contract position based on experience. If a resume does not include references it will not be considered.