

Job Posting

Civil Construction Project Manager / Estimator

Qualifications

- Must have technology skills with laptop, cell phone, tablet
- Knowledge of machines and tools, business management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resources
- Active listener giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Talking to others to convey information effectively
- Must have a minimum of 1-3 years' experience in a Project Engineer/Field Engineer and equivalent to Project Management position in Heavy Civil Construction
- Must have a degree in either Construction Management or Civil Engineering or equivalent combinations of technical training and/or related experience
- Strong organization skills, attention to detail, the ability to prioritize and complete projects on schedule
- Knowledge and skills in the use of various Microsoft Office applications including Word, Excel, Microsoft Project, SharePoint, Primavera, Contractor Applications and Foundation Project HQ
- Outstanding interpersonal communication, organizational and supervisor skills are essential
- Must maintain confidentiality
- Must have positive attitude and possess excellent motivational skills and contribute to a team-oriented work environment
- Must be willing to work long hours 5-6 days per week
- Bachelor's (Required)
- Project management: 3 years (Required)

Benefits

- Health care, housing when on job sites or applicable per diem, and company 401K plan, annual performance bonus
- There may be some travel during the week to jobsites in MT, WY and CO
- Company vehicle
- Salary Range: \$95,000 to \$140,000 per year DOE
- 401(k)
- Health insurance
- 10 hour shift
- Monday to Friday
- Weekend availability
- Bonus pay

Responsibilities

- We are looking for an experienced Construction Project Manager / Estimator to estimate project costs and supervise a wide range of construction projects for our heavy civil construction company
- You will estimate project costs, organize, schedule, and oversee construction procedures, and ensure they are completed in a timely and efficient manner
- An excellent Construction Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results
- The goal will be to bid construction projects, build schedules, and generate budgets based on the awarded projects bid documents, then ensure all projects are completed on time without exceeding the budget
- Acquire an understanding of the requirements of the project at hand
- Visit the proposed sites to gather essential information
- Review documents or consult experts to collect all necessary data
- Prepare detailed reports or bids for submission to appropriate parties
- Select advantageous deals by evaluating offers and quotes
- Foster relationships with key vendors (subcontractors, suppliers, etc.)
- Collaborate with engineers, subcontractors, and project superintendents to determine a resolution to issues that may arise on the project
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedules to ensure deadlines will be met
- Order approved materials, monitor deliveries, and handle inadequacies as needed
- Review material submittals making sure they meet the requirements of the contract documents
- Supervise the work of crews and give them guidance when needed
- Evaluate progress and prepare detailed reports
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours and expenditures
- Ensure adherence to all health and safety standards and report issues as they arise

Job description

About Us

Mountain View Building is a heavy civil contractor that specializes in underground wet utilities and is celebrating its 20th anniversary in business. We are an equal opportunity employer with more than competitive wages and benefits who is always looking for talented individuals to fill multiple positions for work located primarily in Wyoming and expanding to Montana, Colorado and South Dakota.

Job Brief

We are looking for an experienced Construction Project Manager / Estimator to estimate project costs and supervise a wide range of construction projects for our heavy civil construction company. You will estimate project costs, organize, schedule, and oversee construction procedures, and ensure they are completed in a timely and efficient manner.

An excellent Construction Project Manager must be well-versed in all construction methodologies and procedures and able to coordinate a team of professionals of different disciplines to achieve the best results. The ideal candidate will have an analytical mind, attention to detail, and great organizational skills.

The goal will be to bid construction projects, build schedules, and generate budgets based on the awarded projects bid documents, then ensure all projects are completed on time without exceeding the budget.

Responsibilities

- Acquire an understanding of the requirements of the project at hand
- Visit the proposed sites to gather essential information
- Review documents or consult experts to collect all necessary data
- Prepare detailed reports or bids for submission to appropriate parties
- Select advantageous deals by evaluating offers and quotes
- Foster relationships with key vendors (subcontractors, suppliers, etc.)
- Collaborate with engineers, subcontractors, and project superintendents to determine a resolution to issues that may arise on the project
- Negotiate contracts with external vendors to reach profitable agreements
- Obtain permits and licenses from appropriate authorities
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations
- Plan all construction operations and schedules to ensure deadlines will be met
- Order approved materials, monitor deliveries, and handle inadequacies as needed
- Review material submittals making sure they meet the requirements of the contract documents
- Supervise the work of crews and give them guidance when needed
- Evaluate progress and prepare detailed reports
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours and expenditures
- Ensure adherence to all health and safety standards and report issues as they arise

Requirements

- Proven experience as construction Project Manager / Estimator (Heavy Civil Underground Utilities experience is a plus)
- In-depth understanding of construction procedures, material types, and project management principles
- Familiarity with applying for permits for dewatering, erosion control, traffic control, and others
- Deep understanding of research methodology, data analysis, and estimation metrics
- Excellent knowledge of computers and software such as; MS Office, MS Project, Bluebeam, Procore, and others
- Outstanding communication and negotiation skills
- Excellent organizational and time-management skills
- A team player with leadership abilities
- BSc/BA in engineering, building science or relevant field is a plus

- PMP or equivalent certification will be an advantage

Application For Employment

It is the policy of our company to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, or marital status.

Please download and complete the application PDF at <https://mvp.team/come-work-with-us> and submit on our website.