

J. Phillips Excavating & Hauling, LLC

Job Title: Project Estimator/Project Manager

Location: Hamburg, PA

Job Type: Full Time

Compensation: \$80,000+ (experience based)

Company Overview:

J. Phillips Excavating & Hauling, LLC is a reputable company in the construction and excavation industry, known for delivering precision and reliability across commercial, municipal and residential projects. With a commitment to safety, efficiency, and quality, we provide exceptional excavation services and pride ourselves on building strong, lasting relationships with our clients. We're seeking an experienced Excavating Project Estimator/Project Manager to support our growing operations.

Job Summary:

The Project Estimator/Project Manager will be responsible for preparing accurate and competitive cost estimates for construction projects. The role involves assessing project requirements, analyzing blueprints, reviewing specifications, and working closely with subcontractors and suppliers to ensure all costs are accounted for. The ideal candidate has a strong understanding of construction processes, is detail-oriented, and possesses excellent communication and analytical skills.

Key Responsibilities:

- Analyze project plans, blueprints, and technical documents to determine project scope, labor, and material needs
- Conduct site visits to assess ground conditions, potential obstacles, and other factors impacting the excavation process
- Estimate material, labor, and equipment costs, including site preparation, grading, trenching, backfill, and other earthwork operations
- Solicit and review bids from subcontractors and suppliers for services and materials
- Collaborate with supervisors, engineers, and clients to discuss project scope, requirements, and any potential adjustments
- Prepare bid proposals, ensuring all costs are accurate, competitive, and align with company profitability goals
- Maintain organized records of estimates, project costs and historical data for future project benchmarking

Qualifications:

- Proven experience as an estimator or a similar role within the construction and excavation industry
- In-depth knowledge of excavation/construction processes, site preparation, soil conditions, and heavy machinery/equipment
- Knowledge of local business codes, regulations, and permitting processes
- Strong analytical skills with a meticulous attention to detail
- Excellent communication and interpersonal skills to collaborate with team members, clients and stakeholders
- Proficiency with estimating software and Microsoft Office Suite (Excel, Word, Outlook)
- Ability to work on multiple projects simultaneously and meet strict deadlines

Work Environment

- Split between office and fieldwork; site visits are required
- Frequent interactions with project stakeholders, including clients, engineers, subcontractors, and suppliers

Benefits

- Competitive salary with performance-based incentives
- Comprehensive health, dental, vision insurance
- Retirement plan with company match
- Paid time off and holidays
- Company vehicle
- Professional development opportunities

Interested candidates are encouraged to submit their resume, cover letter, and any relevant work samples to info@jphillipsexcavating.com with subject line "Project Estimator Application – [Your Name]"