



## ESTIMATOR/PROJECT MANAGER JOB DESCRIPTION

We are looking for a construction Estimator/Project Manager to join the Dale Gruber Construction team. We offer excellent benefits, competitive salaries, and great team environment.

### RESPONSIBILITIES

- Manage construction project from initial conversation to project completion.
- Review project plans/specifications and prepare bid proposals.
- Create project schedule and ensure project progresses according to schedule
- Manage site work logistics effectively and efficiently.
- Communicate effectively with construction team members, subcontractors and vendors.
- Represent the company well by establishing good relationships with employees, clients, subcontractors and vendors.

### REQUIREMENTS

- High school diploma or GED
- Degree (2 or 4) in Architectural Construction or equivalent.
- Minimum of 2 years of experience in estimating and managing commercial and/or residential construction and remodeling projects.
- 1-2 years of experience in drafting software – REVIT, DATA CAD or equivalent.
- Must be fluent in Microsoft Word, Excel, and Outlook.
- Strong verbal and written communication skills.
- Ability to work under pressure and make effective decisions.
- Strong leadership, problem solving and teamwork skills.
- Positive attitude and professional customer service skills.
- Must have a valid drivers license and be insurable per insurance company underwriting requirements.
- Subject to passing pre-employment drug test and DOT exam.
- Must be at least 18 years old.

### HOW TO APPLY

Complete the career form on our website or send your resume or message to [rachel@dalegruberconstruction.com](mailto:rachel@dalegruberconstruction.com) with the following information:

1. Which position you are applying for
2. Why you want to join the Dale Gruber Construction team
3. Your relevant skills and experience

