



COMMERCIAL ESTIMATOR/PROJECT MANAGER JOB DESCRIPTION

PURPOSE:

The purpose of this position is to complete estimates, drawings, and project coordination of each project with accuracy, to the highest quality standards in the industry, on time and on (*or under*) budget. It is imperative to pay attention to all the details, and have ongoing communication with field personnel, vendors and the customer through each step of the project, to make sure all details and changes meet the needs of the client as the work progresses. It is also of the utmost importance to help resolve any problems professionally and on a timely basis to further positive working relationships among all persons involved in the project.

RESPONSIBILITIES:

- Manage commercial projects from initial conversation to project completion.
- Meet with customers, write up details of projects, bring back to office to draw up the plans, write up an estimate, and figure out whatever the customer needs.
- 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.
- Keep in contact with the field personnel as needed for a clear interpretation of the building plans, specifications, etc. and to answer any questions or doubts about proceeding with the work.
- Review the daily/weekly schedule and check-in with the field personnel to keep work progressing on time.
- Check all your work for accuracy, spelling and compliance with plans, specs, and change orders.
- Recommend cost saving measures, minimize incidental expenses and provide input on how to be more efficient.
- Represent the company well by establishing good relationships with employees, clients, subcontractors and vendors.
- Fill out time cards with the correct codes and proper information at the end of each day.



REQUIREMENTS:

- High school diploma or GED.
- Degree (2 or 4) in Architectural Construction or equivalent.
- Minimum of 10 years of experience in estimating and managing commercial construction and remodeling projects.
- Experience with tenant improvement, design build and light commercial 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.

PERFORMANCE MEASUREMENT:

Remember that the company's main values – Integrity, Pride, Legacy, Teamwork

- Provide complete error free estimates, drawings, or whatever the project needs so jobs are done right and on time or ahead of schedule and at or below the estimated amount.
- Successfully maintain client and vendor communication and relations throughout the entire project.
- Work together as a team with all company personnel.
- Perform any other duties or task as assigned.

HOW TO APPLY:

Complete the career form on our website or send your resume or message to 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

