Senior Estimator

Purpose:

The Estimator/Project Manager is accountable for plan takeoffs, setting estimated costs, and preparing bids and budgets. The position will oversee project operations at the jobsites and accomplish project objections by planning, scheduling, and executing project activities throughout each phase to completion.

Responsibilities:

- Understand and comply with EI policies, procedures, and corporate safety program
- Actively participate in the safety plans and measures of the assigned projects
- Manage projects from start to finish
- Working with our other departments, put together complete estimates
- Review drawings, specifications, bid forms, and other paperwork to prepare detailed proposals
- Communicates with the client during the bidding phase and on any modifications on the project
- Assess budget and plan profitability status and objective
- Ask feedback and corrective actions to enhance the continuous identification and reliability of cost figures
- Thoroughly analyze different areas of a project to collect relevant data
- Participates in job walks to assess site conditions to inform a reliable and realistic bid
- Review contract language, scope of work, and special provisions in the contract. Alerts team members of these items.
- Get material, subcontractor, and engineering quotes from at least (3) separate vendors (project buyout)
- Prepare RFI's submittals, and shop drawings
- Price change requests and update budget promptly
- Review job costs report with the project Foreman and team.
- Prepare billing and approve invoices for payment
- Track process and spending, ensuring the work is completed on time and within budget
- Coordinates warranties, O&M's, and closeout of projects
- Complete and be accountable for the job cost control measures through monthly Financial Projections on assigned projects
- Provide project team leadership throughout construction project development.

Requirements:

Bachelors degree in Construction Science, Construction Management, Business, Accounting, or related field. At least 5 years' experience preferred but not required.

- Ability to diagnose and process key information, recognize critical areas on the job that could impact profitability, and then actively navigate the project away from risks and liabilities for a successful outcome.
- Proficient in Microsoft Windows, Excel, Word, and Outlook
- Strong oral and written communication skills is required
- Able to multitask, think critically, and problem solve is required
- Able to learn new job skills by engaging in the technical aspects of and applying new skills as they are taught
- Able to work independently, make decisions, and follow through on all assignments
- Must possess strong organizational and computer skills and have a high level of competency to communicate with coworkers

Benefits:

- Competitive pay
- 401K Retirement savings plan
- Flexible paid time off policy and paid holidays

About us:

Based in Johnstown Pennsylvania; Everything Ice Inc. is an ice rink design, manufacturer and install contractor and site development firm that strives to cultivate a friendly, relaxed, and productive work environment. At Everything Ice, we believe our culture of family values, teamwork, and collaboration is what sets us apart. In anticipation of our continued growth, we seek construction professionals with the proven ability to overcome unique and interesting challenges.

Acknowledgement:

Employees signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

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    Senior Estimator Signature