



CONCRETE, INC.

JUNIOR ESTIMATOR / PROJECT ENGINEER POSITION

JOB DESCRIPTION

Summary/Objective

Junior Estimator calculates and estimates the expected quantities of work items, materials, labor, equipment and cost of construction of a given project. He assists Senior Estimator to make profitable and competitive bids by coming up with all the cost information needed for construction projects.

Project Engineer assists Project Managers with the buyout process of a project, creating Subcontract and Purchase Order Agreements, Material Submittals, Schedules, etc. Construction of AutoCAD 3D Models for GPS staking and/or machine control. As well as assists Project Managers with different clerical duties related to construction projects (filing documents, correspondence, tracking costs, entering time, etc.).

Essential Functions

1. Obtaining and reviewing plans and specifications for upcoming solicitations.
2. Quantifying materials, work activities and verifying lint items schedule of values for bids via plans take off using software such as Carlson Takeoff, MS Excel, HCSS Heavy Bid.
3. Seek and obtain quotes from potential subcontractors and/or suppliers on different activities needed for potential bids.
4. Fill out and submit solicitations using different owner's forms and submission method.
5. Fill out and submit different contract forms.
6. Creates Notice of Award, Subcontract Agreements and Purchase Order Agreements to new subcontractors and/or vendors on projects.
7. Obtains materials submittal information from subcontractors and/or suppliers and submits to project Owner and/or Consultant for review and approval.
8. Construction of AutoCAD 3D Models for GPS staking and machine control using Carlson software (AutoCAD based).
9. Assists Project Managers with the creation and/or updating of project CPM schedules using MS Project software.
10. Assists Project Managers with tracking of costs using software such as HCSS Heavy Job, MS Excel.

11. Assists Project Managers with time and production entries using HCSS Heavy Job software.
12. Assists Project Managers with field calculations such as material yield measurements.
13. Assists Project Managers by reviewing contract specifications and ensuring projects meet Owner's requirements and compliance.

Competencies

1. Proficient with Microsoft Office (Excel, Word, Outlook, Project, Power Point). Advanced knowledge of MS Excel
2. Advance mathematic skills (algebra, calculus and statistics)
3. Excellent verbal and writing skills. Communication Proficiency
4. Bilingual (English/Spanish)
5. Collaboration Skills
6. Learning Orientation

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. However position will require field visits to different construction projects located on roadways, streets, highways, parks, airports, etc.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 5:00 p.m. or as needed. Saturdays may also be required from 8:00 a.m. to 12:00 p.m. or as needed.

Required Education and Experience

1. Bachelor of Science in Civil Engineering.
2. Computer literate and proficiency with Microsoft Office (Word, Outlook and Excel).
3. Knowledge of AutoCAD, HCSS Heavy Bid, HCSS Heavy Job, Carlson Takeoff software encouraged but not required.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.