



JOB POSTING
Structural Steel Estimator/Project Manager
Reports To: Project Development Director
Department: Structural Steel

JOB SUMMARY: Solicit and negotiate price, schedule and Job Contract expectations with customers and subcontractors while managing projects.

DUTIES & RESPONSIBILITIES: Review all front-end documents, perform takeoff of all materials, gather pricing for all materials, prepare costing estimates and manage projects within a team setting.

Specifically:

- Solicit and negotiate price, schedule and Job Contract expectations with customers and subcontractors
- Execute takeoffs, prepare estimates/proposals, bid, schedule and manage projects in team setting
 - Ensure cost estimate accuracy (material, labor) per the project scope and construction drawings
 - Maintain conformance with estimating standards (material, labor)
 - Execute and maintain schedules and expectations to shop, contractors and sub-contractors
 - Execute and negotiate NOC's and change orders
 - Coordinate deliveries with shop and sub-contractors
 - Assist with, review and reconcile Invoicing and Billing
- Additional responsibilities as assigned
- Regular attendance is an essential function of this position

SKILLS & QUALIFICATIONS:

Must-Haves

- Excellent written and verbal communication skills
- Ability to coordinate/prioritize between multiple projects and internal/external contacts
- Ability to read and understand various types of project drawings, specifications, contract documents/waivers, etc.
- Ability to understand design and construction drawings to verify scope of work quoting
- Proficient in math
- Flexible, with ability to work additional hours as needed in order to meet deadlines
- Detail oriented and organized with ability to maintain orderly files of all electronic correspondence, deliverables and specifications used
- Proficient with MS Outlook, Excel and Word
- Ability to do accurate take-offs and change orders
- Ability to proactively solicit bid invitations

Nice-to-Haves

- Proficient with Bluebeam, FabSuite, AutoCAD/SDS2
- Experience with digital takeoff techniques
- Tech savvy regarding tools and techniques to streamline individual efforts and cross-functional workflow

EDUCATION & EXPERIENCE:

1. Bachelor's degree in Engineering or Construction Management preferred, minimum 2-year technical degree in related field
2. Five (5) years of progressively responsible experience estimating and managing structural steel construction projects working with Regional (South/Central WI, Northern IL) General Contractors preferred

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