



JOB DESCRIPTION

Job Title: Construction Project Manager/Estimator

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Project Management

- Understand plans and specifications for multiple projects and agencies.
- Develop and maintain project schedules for multiple projects to ensure timely completion.
- Attend pre-construction meetings and weekly progress meetings.
- Direct and coordinate activities of project personnel and subcontractors; monitor progress.
- Ensure timely delivery of materials.
- Daily communications with engineers, inspectors, superintendents, subcontractors, suppliers, etc. Schedule utility locates/meets as required to ensure project schedules are maintained.
- Implement project SWPPP and monitor erosion control on projects and complete all reports.
- Monitor traffic control on projects and meet all reporting requirements.
- Monitor safety and ensure a safe work environment.
- Troubleshoot and problem-solve situations/problems (material quality, equipment operation/repair, etc.).
- Ensure OSHA, EPA, DNR, safety and environmental regulation compliance.

Estimating

- Prepare detailed cost estimates for designated projects.
- Review and understand project plans and specifications.
- Solicit and analyze subcontractor & supplier quotes.
- Perform quantity takeoffs for preparing estimates.
- Determine production rates, haul routes, phasing, etc. for estimating purposes.
- Consistently deliver accurate & timely estimates.

QUALIFICATIONS

- 5+ years minimum working as a Project Manager/Estimator
- Experience in construction management and equipment; ability to read construction drawings and blueprints
- Working knowledge of construction costs; ability to make accurate judgement and calculations
- Good time-management skills; ability to prioritize workload
- Strong interpersonal and communication skills; ability to maintain positive customer relations
- Critical-thinker and problem-solver; ability to negotiate and mediate/resolve conflict
- Good physical condition and stamina

SALARY & BENEFITS

Salary is competitive and commensurate with experience. This position is a full-time, benefited position. Benefits include vision, dental and medical insurance; a 401(k) plan; paid time off; life and short- and long-term disability insurance.

TO APPLY: Email the cover letter, resume and 3 references to jobs@wapiticorp.com with the job title as the subject line.