



Estimator | Project Manager Job Description

Core Responsibilities::

- Responsible for the preparation of estimates. Will work closely with owners, architects, engineers, subcontractors and others.
- Excellent written and verbal communication skills are required; meticulous attention to detail.
- Review plans and specifications, attend pre-bid meetings, determine the scope of work and required contents of the estimate.
- Prepare estimates by calculating various statistical data, prepare quantity takeoff, labor and material pricing and equipment costs.
- Create, send and manage subcontractor and material supplier requests for pricing.
- Review design options and recommend the best solution based on cost, quality or availability of materials.
- Interpret project plans and specifications.
- Effectively present information to top management and public groups.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations; calculate mathematical extensions. Must have good knowledge of geometric formulas and equations required to calculate quantities in performing quantity takeoffs and estimating.
- Must have the ability to define problems, collect data, establish facts and draw valid conclusions, in addition to a general understanding of estimating techniques, cost control and material pricing.
- Organize, manage, process and complete all payment applications and other reports in a timely manner.
- Must possess an excellent knowledge of estimating and scheduling software, internet and project management software, spreadsheet and word processing software.
- Frequently work within tight time restraints to quickly place bids on jobs or help determine the cost feasibility.
- Develop and maintain relationships with owners and architects.
- Responsible for the overall project including cost, schedule, quality, safety and promoting a good relationship with the client.
- Write subcontract and material purchase order agreements using the company's standard forms; track and monitor the issuance and return in a contract log.
- Create a computerized schedule with assistance from the superintendent, subcontractors and material suppliers, with regular updates.
- Use the company's computer system, records, files, and programs for estimating and project management, Microsoft Windows and other programs as needed.
- Must possess a valid driver license.
- Must be able to read and speak English.
- Kingery Construction Co. is an Equal Opportunity Employer.
- All employees are subject to pre-employment drug and physical health screen.
- Must have a bachelor's degree in a related field such as engineering or construction, or five years of experience management and estimating experience.

Benefits: paid holidays, health and life insurance, 401K

Salary based on experience.

To apply, visit us at 201 N. 46th Street, Lincoln, NE or email your cover letter and resume to rodb@kccbuilders.com.