



YOUR HIRING PARTNERS
RIGHT PEOPLE. RIGHT POSITIONS. RIGHT TIME.
A division of Consult P³

Andy Klausner

(617) 990-6894

andy@akadvisorypartners.com

www.yourhiringpartners.com

121 East 23rd Street, Ste. 11C

New York, NY 10010



Job Title

Construction Estimator / Project Manager

Company

Confidential

Location

Coppell, TX

Job Type

Full-time

Salary

\$60,000 - \$70,000

Industry

Roofing

Company

Client is a roofing contractor that provides easy solutions to clients looking for roof care services ranging from solar work, service/maintenance, portfolio management, telecommunications as well as complete re-roof projects. The company prides itself on its unique culture and integrated core values or teamwork, integrity and work ethic.

Job Description

The primary function of the roofing estimator is to provide and lead full-service estimating for large-scale and complex projects. Projects will be varied and span multiple types of roofing contracts. Estimator will also produce written proposals with pictures, drawings and scope of work delivery to customers.

Responsibilities

- Prepare work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- Manage projects as necessary; position will be approximately 70% estimation / 30% project management.
- Review and utilize historical data from previous P.O.s, subcontracts, productivity and other reports as needed to assess unit and labor calculations.
- Identify labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Compute costs by analyzing labor, material, and time requirements.
- Attend all pertinent pre-bid meetings and review proposals and specifications to determine scope of work and estimate.
- Prepare estimates by using The Estimating Edge, experience with this software program is required.
- Prepare reports by collecting, analyzing, and summarizing information and trends.
- Manage and maintain working documents and cost database on regular basis to support estimate figures.

- Maintain technical knowledge by attending educational workshops and reviewing technical publications.
- Design, produce and finalize drawings and plans.
- Conduct roof surveys and meet with clients to assess requirements, take measurements, photos, and collect data to be used in plan.
- Contribute to team effort and work with other departments to assess rates to be used in estimates. Assist contracting department for preparation of inquiries, final bids, etc.
- Provide technical support and guidance to personnel as required.

Experience and Qualifications

- A bachelor's degree in math, economics, operations research, or a related field.
- 2-5 years of previous experience as an estimator; 2 - 4 previous experience as a project manager
- The Edge, estimating software is a big plus
- Microsoft Office Suite as well as basic internet searches
- Must represent company to clients, vendors, industry professionals and other company employees in a professional manner at all times.
- Strong organizational skills, have excellent problem-solving abilities and pay strong attention to detail.
- Work effectively with other estimators, but also perform well on their own with minimal supervision.

Physical Demands

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential roles and responsibilities.

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit for extended periods of time or be on their feet for extended periods of time, and use their hands and fingers to handle or feel. Vision abilities required by this job may include close vision. This position will require climbing, balancing, heavy lifting, stooping, kneeling, crouching, and/or crawling. All employees must have ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards.