

Bonner Electric, Inc.

Job Description

PROJECT MANAGER / ESTIMATOR

Scope of Work:

Provide overall administrative and technical management on construction project site from bid preparation through final acceptance by client.

Duties and Responsibilities:

1. Provide overall management direction for existing projects and develop new business opportunities relative to a particular Client, group of Clients, geographical area or type of project.
2. Provide initial client contact to assess scope of work and resources required to successfully complete project.
3. Prepare complete estimate for selected project with detailed review of proposal specifications, drawings, takeoff information, contracting, and the like.
4. Maintain files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers through direct contact, sales brochures, price lists, etc.
5. Support other department personnel as required may include preparing estimates in other disciplines.
6. May review design options and recommend best solution based on cost, engineering quality, or availability of materials.
7. Supervise total construction effort to ensure project is constructed in accordance with design, budget and schedule. Includes interfacing with client representatives, AE representatives, other contractors, etc.
8. Plan, coordinate and supervise onsite functions (scheduling, engineering, material control, and may provide day-to-day direction of onsite administrative staff in accounting, purchasing, etc.).
9. Supervise craft employees and/or other contractors as required by the contract.
10. Provide technical assistance, i.e., interpretation of drawings, recommending construction methods and equipment, etc., as required. Initiate and maintain extra work estimating and issuance of change orders.
11. Represent company in project meetings, assist in labor negotiations/strategy meetings, etc.
12. Manage financial aspects of contracts (fee payment, rental equipment, income/expenses, etc.) to protect company's interest and simultaneously maintain good relationship with Client.
13. Assume responsibility for productivity of crafts, efficient use of materials & equipment, and contractual and fiscal performance of the project.
14. Perform additional assignments per Supervisor's direction.

Requirements:

Educational and experience include: Four year engineering degree or equivalent combinations of technical training and/or related experience. Minimum of eight years construction management, estimating, and/or craft supervision experience in similar facility construction. Thorough knowledge of all aspects of construction (technology, equipment, methods); craft agreements, jurisdiction, negotiations; engineering, estimating, schedules and safety required. Excellent communication, organizational and supervisory skills essential. Strong computer skills to include MS Office suite, estimating software, and CAD. Must possess a valid driver's license and have own transportation.

Working Conditions:

1. Job requires working in all elements, depending on job location, time of year, heat, cold, rain, snow.
2. Must be able to utilize construction site sanitary facilities (Porta-Johns).
3. Employee's personal weight and personal tools cannot exceed weight limit of ladder (Class 1-250 lbs., Class 1A-300 lbs.).
4. Perform work at various heights, up to 90' from ladders, scaffolds, aerial lifts, cat walks or other safe work areas.
5. Work in restricted areas (switchgear room, manholes, utility tunnels, crawl spaces, attics).
6. Wear personal protective equipment (hard hat, safety glasses at all times), respirators when required.
7. Repetitive use of arms, hands and fingers.
8. Able to work 9 hours per day, 45 hours per week, overtime as required and night shifts.

Skills:

1. Positively identify colors.
2. Comprehends reading and drawing prints and schematics of same.
3. Practices and comprehends safe work procedures as outlined per Company Policy.
4. Operate company trucks with manual and automatic transmission, including fork lift truck.
5. Reads and interprets maps, instructional manuals, specifications, work site directions, blue prints and written instructions.
6. Supervise assigned job site employees to complete project.

Physical Functions:

1. Must be able to bend, stoop, squat, crawl, climb, kneel, balance, push, pull and reach over head.
2. Climb ladders (all types).
3. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by O.S.H.A.- approved site construction ladder or stairs still under construction but acceptable for use.

4. Possess good vision (normal or correctable).
5. Constantly moving on your feet.

Additional Requisites:

Responsible to the Vice President of Operations, or Senior Project Manager. Makes decisions and recommendations which can greatly impact corporate relationship with Client and profitability of projects which he/she manages. Acts without close supervision. Proven experience and judgment.