

Job Description:

71 Construction in Rawlins is recruiting for a full-time

Junior Project Estimator/Project Manager

Prepares work to be estimated by gathering proposals, plans, specifications, and related documents.

Identifies labor, material, and time requirements by studying proposals, plans, specifications, and related documents.

Enters estimated quantities, materials, crews and productions into HCSS estimating software for bids and review bids with Area Manager or Senior Estimators.

For awarded projects sets up job files, reviews contracts and contract documents for compliance.

Prepares schedule of values, submittals and documents as required and makes sure items submitted meet the contract specification requirements.

Builds construction schedules to show work sequences to meet contract milestones and deadlines.

Works with foremen to pass project over for actual construction. Works with foremen and crew to insure compliance to 71 Construction's Safety Program. Assists the foremen in the field to insure installation compliance with contract documents and construction schedule. Performs hands on construction activities as needed.

Review changes to the contract documents, tracks any changes and prepares change order requests.

Works with accounting and updates schedule of values for billing. Prepares small invoices for accounting to send out and enter in a timely manner.

Prepares close out documents upon construction completion.

Experience with job estimation for state and local governments as well as private work will be required. Office skills and computer skills required.

Experience in civil construction work, paving and/or asphalt production a plus.

Wage depends on experience. Company offers great benefits!!

Company also offers training toward advancement within the company.

71 Construction is an Equal Opportunity Employer dedicated to a Drug-Free Workplace.

Send Resumes to thowell@71construction.com or mail to 1309 Bonanza, Rawlins, WY 82301