

Job Title: Estimator/Project Manager

General Summary: The Estimator/Project Manager is responsible to actively engage in the pursuit and production of quality jobs to bid, to timely respond to requests for bids on non-residential projects, both private and public, and to secure contract jobs that will contribute to the profitability of HASSLEN CONSTRUCTION COMPANY, INC. to ensure that the quality of workmanship is of the highest standard and that the maximum profit is derived from the completed job; to ensure maximum media coverage for all assigned projects; to oversee and assist with adequate safety training for all employees on assigned projects and oversee the health and safety of said sites.

Position Responsibilities:

- Actively market HASSLEN CONSTRUCTION COMPANY, INC. and seek out quality jobs to bid. This includes networking within industry and community organizations to generate a greater "presence" of HASSLEN CONSTRUCTION COMPANY, INC. within the company's working range; identifying projects for submission for potential construction awards, and timely submission of said projects for selected awards (including progress photos and all required documentation of project); and ensuring media coverage of all projects as appropriate, including notices to press of initial award of projects and groundbreakings, notices to the press of progress on project that are of interest to public, and press releases at conclusion of all major projects.
- Accurately and successfully bid and secure profitable jobs.
- Develop return customers and respond to their needs; timely follow-up on "callback" work.
- Timely return calls to prospective customers and aggressively pursue viable "leads."
- Together w/Safety Director and field supervisor(s), prior to commencement of work on any project, conduct job site inspection and ensure site is in compliance with OSHA health and safety regulations.
- Secure permits as required and oversee and confirm job site preparation, including the provision of temporary facilities and preparation of field office (posting of statutory notices, provision of fire extinguishers, first aid kits, injury report forms and OSHA logs).
- Work with Project Coordinator to set up job files and cost codes for assigned projects.
- Responsible for contract administration of all projects as assigned; i.e. signed contract, notice to customer, job packet, change orders, changed conditions, and construction schedule coordination.
- Work with design professions in developing plans and specs for design-build projects.
- Ensure job packet is timely provided to job superintendent/foreman and review it with supervisory personnel prior to scheduling project.
- Together w/field supervisors, look ahead, organize and plan for adequate "manning" of projects and relevant equipment necessary to meet schedules. Consult with supervisory field personnel at least every other day to review progress, schedule equipment and material deliveries, schedule subcontractors to jobsite, and effectively address problems as they arise. Responsible to have long lead items timely ordered.
- Together w/field supervisors, schedule materials deliveries to the project. Ensure materials delivered to the project are inspected upon arrival. Record and resolve any discrepancies in quantities and/or damage to said materials.
- Complete OSHA 30-hour training and attend required safety seminars as directed by President and/or Safety Director.
- Confirm with site supervisor that site is secured each day; i.e., equipment positioned and locked, keys secured; field office secured; materials and site adequately secured for weather conditions.
- Schedule and attend weekly job site meetings; maintain open communication with crews; set goals with crews; promote good rapport and teamwork.
- Promote and enforce OSHA regulations pertaining to construction practices on each assigned project. Ensure dissemination to field supervisors "Tool Box Talks," together with all updates on safety and hazardous

communication programs as provided by Safety Director. Review records of job site safety training and other safety meeting minutes from field supervisors every week.

- Maintain project files, including daily logs, progress notes, job site meeting minutes and inspection notes.
- Coordinate weekly with President to review assigned jobs.
- Verify all job paperwork is accurate and timely completed/submitted by supervisory field personnel, including material invoices; hour and job classification reports and time slips (weekly); subcontractor logs (dates and times of work on site); job site safety records and injury reports; equipment usage logs, daily worksheets, extra work orders, requests for change orders.
- Track and cost changes to the project. Timely prepare billing information for Accountant. Responsible for project buy-outs and continuous cost analysis for each project; regularly review w/Staff Accountant.
- Verify substantial completion and 100% completion of each job.
- With accountant, conduct final cost analysis for each completed job and prepare report to President, together with suggestions/goals for improving productivity and profit on future jobs.
- Attend all other relevant project meetings/events for assigned projects (including but not limited to, pre-bid and pre-construction meetings, ground-breakings, and public openings of completed projects).
- Attend all scheduled company meetings/functions, including those conducted in the evening and/or on weekends.
- Review supervisory field personnel annually and provide written evaluation to President, together with recommendations for merit increases. Timely apprise President of any disciplinary issues that may arise, together with corrective action taken.
- Always present yourself as a professional and in a manner that enhances the reputation of HASSLEN CONSTRUCTION COMPANY, INC.
- Ensure that the Owner and project supervisory personnel can reach you **at any time**, and that office staff can reach you during business hours.
- Other duties as assigned.

Essential Skills and Experience:

- Bachelor's degree in Construction Management, Civil Engineering or related field
- Five years of managerial and supervisory experience in the construction industry
- Extensive knowledge of construction methods and materials, costing, scheduling and estimating
- Demonstrated ability to lead people and get results through others
- Ability to think ahead and plan over a one-to two-year time span
- Ability to organize and manage multiple priorities
- Problem analysis and problem resolution at both a strategic and functional level
- Strong customer orientation
- Good computer skills
- Excellent interpersonal and communication skills
- Strong team player
- Commitment to company values