

# Now Hiring

## Estimator/Project Manager

**LOCATION:** Hutchinson, MN 55350

### POSITION OVERVIEW

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As an Estimator/Project Manager, you will be responsible for actively engaging in all phases of the construction process. Hasslen Construction is seeking an experienced Estimator/Project Manager to lead our Hutchinson office. You will be responsible for providing leadership and direction to a project, ensuring quality, timeliness, and overall safety to everyone on the job site.

At Hasslen, we have built our reputation on honest business practices and a commitment to quality shared by everyone in the company. Our century of success in the construction industry reflects our enduring commitment to the principles of honesty, integrity, reliable performance, quality workmanships, and fair price. Are you ready to join our team?

### POSITION RESPONSIBILITIES

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- Shows commitment to an injury-free environment and leads by example while on the jobsite by adhering to all safety regulations in place.
- Actively markets Hasslen Construction and seeks out quality jobs to bid.
- Must understand how to utilize a quantity takeoff software to create detailed and accurate estimates. We use Planswift Takeoff Software.
- Prepares complex cost estimates for competitive and private bids.
- Communication is essential to this position. Must respond to calls and emails from our clients, perspective clients, subcontractors, vendors, or HCC employees in a timely manner. Assisting

## CONTINUED

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- Prior to commencement of work on any project, you will conduct job site inspections with the Safety Director and Superintendent to ensure the 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 with 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 with field supervisors, schedule material 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 material vendor.
- Complete OSHA 30-hour training and attend required safety seminars as directed by the CEO and/or Safety Director.
- Confirm with field 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.

## CONTINUED

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- 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.
- Coordinate weekly with the CEO 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. Maintain project files, including daily logs, progress notes, job site meeting minutes and inspection notes.
- Track cost changes to the project. Timely prepare billing information for the accountant. Responsible for project buy-outs and continuous cost analysis for each project; regularly review and communicate with the 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 CEO, 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 the CEO, together with recommendations for merit increases. Timely communicate with the CEO 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.
- Other duties as assigned.

## EDUCATION

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- Bachelor's degree in Construction Management, Civil Engineering or related field
- Five years of managerial and supervisory experience in the construction industry

## SKILLS & REQUIREMENTS

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- Extensive knowledge of construction methods and materials, costing, scheduling and estimating
- Experience with a quantity takeoff and estimating software
- 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
- Basic understanding of construction law and generally accepted business practices
- Excellent interpersonal and communication skills
- Strong team player
- Commitment to company values

## CONCLUSION

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Our team here at Hasslen Construction is looking for a driven individual to provide leadership to our projects. We believe the success of each project relies on the contributions of our employees. We are looking for an individual dedicated to working hard to create a collaborative environment for our people to grow and excel.

## BENEFITS INCLUDE:

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- Paid Vacation & Holidays
- Health & Life Insurance
- Health Savings Account
- 401K Profit Sharing



**Employment contingent on passing a pre-employment drug screen.**

*Hasslen Construction is an Affirmative Action and Equal Opportunity Employer*