



PM Estimator

RESPONSIBLE FOR: Project and Client Stewardship

DEPARTMENT: Production

REPORTS TO: Projects Director and Owner

SUMMARY

This leadership position requires a collaborative cordial spirit, good listening, and a love of maintaining efficient protocols. The Project Manager is organized and fact focused, supporting everyone around to do better. They manage people, resources, schedule, and budget to deliver successful projects across the country, and abroad.

The Project Manager has:

- excellent verbal and concise, clear writing skills
- a strongly team-oriented management style
- analytic and problem-solving skills

They are comfortable with:

- formatting, complex calculations, and templates
- spreadsheets, and are able to quickly and accurately capture data
- analytical geometry
- our technical work (basic building techniques, practical skills, carpentry, etc).

The PM/Estimator shares a high level of detail and care, working integrally with the rest of our team to guide a project from start to finish:

1. By providing the sales team with initial estimates and assistance in refining scopes of work during proposal and contracting stages. And then later, once a project is contracted, they are responsible for thorough management and thoughtful engagement.
2. They also work closely with our accounting and bookkeeping team to ensure that invoices are complete, accurate, and sent on time. They also work diligently to ensure payments are made by clients and payments are made to vendors. They work closely with accounting to ensure accurate AR and AP reporting weekly.

Working in person at our office in Galesburg is required, however there is flexibility for split-time between office and remote.

ESSENTIAL DUTIES

Definition of Scope, Schedule, and Budgets

- Review bid documents and RFPs
- Generate material, labor, and expense take-offs from plans
- Estimate labor, materials and all costs/expenses required to perform each component of a project
 - Collect information in estimating template
 - Make proper estimates for the heavy timber work from historical data
 - Get quotes from local subcontractors
 - Be in touch with suppliers and maintain the updated price list
 - Procure, compare, and file quotes from subcontractors and vendors
 - Collaborate with sales team as primary estimator
- Prepare subcontractor bid packages

Project Documentation and Administration

- Provide project cost reports to the management team and progress and cost reports to clients monthly.
- Work with the team during preparation of contract documents, payment terms and agreements with clients.
- Collaborate with the team to anticipate, budget, and then procure materials and services on schedule from suppliers and subcontractors.
- Work with Controller and team to create and send invoices, maintain payment schedules, ensure timely payments to vendors and from clients, track job costs and maintain up-to-date projections of expenses and payments for each project. This should be accurate to within 10% of reality for the coming 8-week period at all times.

Production Management + Project Schedules

- Ensure Quality Control and Safety systems are in place, audited and maintained for all projects.
- Coordinate with Firmitas Drafting Team, and other consultants/contractors as necessary to ensure compatibility and integration of Firmitas design with other aspects of the structure.
- Improve overall project values and new work opportunities through management of Change Orders and new contracts with existing clients.
- Ensure the delivery of Operations & Maintenance packages to clients is timely, and consistent with project scope and client expectations.
- Facilitate an agenda-led whole team post mortem/debrief at the conclusion of each project to improve best practices.

Client Stewardship

- Serves as the primary point of contact for clients during the active phase of the project and assures appropriate client care.
- Listen well, working directly with owner/stakeholders as needed to ensure successful projects
- Clearly communicate all aspects of the project to stakeholders on a regular basis, sending updates and preemptive communications both informally and formally. (weekly minimum)
- Share timeline updates and project progress reports/images on a weekly basis or more frequently as applicable
- Ensure that clients are kept up to date regarding budget, scope, schedule at all times.
- Seeks the most effective method to communicate with clients and consistently record non-email communications with email follow-ups.
- Secure positive feedback and work referrals from clients.

Team Collaboration and Development

- Attend and participate in weekly department meetings
 - Maintain and publish (weekly) an updated timeline/project schedule for every project managed

- Coordinate with the Team to assign staff and resources to projects.
- Provide up-to-date information about job costs, scope, details and schedule.
- Discuss issues and problems with the team when the project is or may be at risk.
- Keep all documentation and project/budget information updated on shared drive
- Serve as a leader in the effort of kindness and excellence, respectful of our clients and the entire team
- Develop and maintain awareness of construction costs by collecting and studying information and improving estimating template data
- Maintain accurate and up to date database of local costs to inform future estimates
- Recommend ways to make a project more cost effective or profitable
- Contribute to the development of a strong supplier and sub-trade network.
- Attend regional and national conferences related to the industry

QUALIFICATIONS:

- College degree (Construction Management and/or related degrees)
- Ten years of experience in a similar position in the construction industry
 - Leadership and time management experience.
- Complimentary references and resume
 - A history of exercising good judgment and making informed decisions without hesitation.

SKILLS, KNOWLEDGE, AND ABILITIES

- Compassionate, kind, and professional in interactions with team and clients
- Principled, honest and firm in their work with others.
- Solutions based attitude to assist improvement of accuracy and productivity
- Ability to galvanize a team to problem solve and interpret data
- Ability to devise, record protocol and train others
- Ability to work to deadlines, independently staying organized and prioritizing multiple projects
- Robust knowledge of project management systems in the construction field
- Ability to extrapolate and fit these systems to a broad range of project types

- Ability to read and understand architectural plans/blueprints
- Excels at organizing information through the creation and use of spreadsheets, and other types of visual, analytical organization
- Comfortable working on shared platforms (ie Basecamp, G-suite) and organizing data
- Experience with MS Office and Google Suite

JOB TYPE: Full-time, at will

BENEFITS

1/2 health, 100% life, options for vision + dental plan
paid vacation and holidays for full-time members

Package dependent on ability and performance.