

Utility Estimator

Northwest Total Site is seeking an Experienced Municipal Utility Estimator/ Project Manager specializing

In public/municipal underground sewer, water, drainage utility work in the Minneapolis / St. Paul seven county metro area.

QUALIFICATIONS:

- Degree in Civil Engineering or Construction Management preferred but not required
- Minimum 10 years experience as an Estimator specializing in underground sewer, water, drainage, wastewater Utilities.
- Can start immediately
- Ability to understand blueprints/specifications & perform takeoffs as needed
- Self motivated & strong work ethic
- Experience in Bid2Win, ACAD, Excel, Word Preferred
- Excellent oral/written communication & organizational skills
- Experience with Public Projects & Private work
- Team Player / problem solver

RESPONSIBILITIES:

- Analysis of Project Specifications & Plans to determine what projects best fit our company
- Prepare comprehensive bids, develop full scope estimates, understanding risks and opportunities in bid documents.
- Visit Sites, investigate soil conditions, attend pre-bid meetings
- Estimate job costs including production rates, materials & subcontractor costs
- Solicit subcontractor & material suppliers.
- Manage Projects start to finish.
- Plan, Coordinate Project Management with Northwest Field personnel, Inspectors, Subcontractor & Suppliers
- Manage Material & Subcontractor Submittal approval process
- Develop & update project schedules
- Prepare subcontracts
- Attend precon & weekly project meetings as needed
- Work collaboratively with other estimators
- Safety - We have an expectation that all employees play an active role in workplace safety and promote a positive safety culture at all times.

BENEFITS:

- Salary & Benefits commensurate with experience, performance & work ethic.
- Medical/Dental Insurance
- Paid Vacation
- Profit Sharing Retirement Plan
- Annual Performance Based Discretionary Bonus
- Company Vehicle or Vehicle Allowance
- Company Phone