



Project Manager/Estimator

About NRK Construction:

Started in 2015, NRK Construction is a woman and minority owned firm that facilitates our clients' visions through commercial and residential building construction. We accomplish this through timely communication, transparent budgeting, team focused safety and consistent quality. We are a rapidly growing construction company looking for individuals to join our team who have an entrepreneurial spirit and are interested in long-term growth potential.

Summary:

In the project manager/estimator role, we seek someone to manage the growing list of existing and potential projects. This position is responsible for estimating projects including all conceptual, negotiated, and competitive bid estimates, and then assisting with the project management to ensure successful completion of our construction projects. The position reports to the owner, currently has no direct reports, but if demonstrated, the position would build a team over the next couple of years where the roles would become separate.

Essential Functions:

Under limited supervision, the project manager/estimator is responsible for gathering any and all data required in preparing bid estimates for multiple project delivery methods across a wide variety of project types. Responsible for estimating, cost analysis, and estimate coordination to ensure accurate and complete estimates. Responsible for managing outside design teams, securing new contractors, providing qualitative work product feedback, and design schedule adherence while balancing design goals and construction cost limitations to arrive at the best value for our clients.

Responsibilities include, but are not limited to:

- Estimating
 - Reads and understands construction drawings in order to provide a detailed quantity survey of construction components and activities and assembles bid-packages for subcontractor pricing and contract development.
 - Develops accurate forecasting of the cost, size, and duration of future construction projects.
 - Develops construction budget in estimating software for transference into project management software system.
 - Analyzes bids from subcontractors, writes subcontracts, and completes project buyout.
 - Acts as the bid manager of the bidding process
 - Other duties may include participating in business development, industry associations, and marketing functions.
- Project Management
 - Oversee and coordinate all aspects of construction projects from initiation to execution and completion
 - Plan, direct and manage the project ensuring it stays on budget and schedule
 - Ensure all legal paperwork: bonds, permits, insurance, subcontractor agreements, change orders, are administered according to regulations
 - Provide all documents and assistance needed for a smooth start for the superintendent

- Work closely with stakeholders including clients, architects, engineers and subcontractors to define project objectives, establish timelines, allocate resources and manage budgets
- Schedule and conduct regular meetings to facilitate communication with owner, superintendent and subcontractors
- Procure and allocate resources to ensure there is not shortage while avoiding any unnecessary delays caused by management decisions
- Assists superintendent in initial sequencing of schedules, outlining components of labor, materials and equipment.
- Ensure timely completion of the project to build client trust while avoiding unnecessary penalties
- Carry out thorough project evaluation and assessments to identify areas for improvement and implement necessary corrective measures

The above responsibilities are not arranged in order of priority and are not all inclusive. These duties are not meant to restrict initiative, but rather to describe minimum activities. These duties may change to meet the needs of NRK Construction.

Knowledge, Skills, and Abilities:

- General knowledge of construction estimating methods and best practices.
- Knowledge of construction processes (i.e. bid process, estimating, procurement, start-up, takeoff, and close-out).
- Strong to advanced knowledge of Microsoft Office, especially Excel
- Strong skills in the areas of math and budgeting
- Superior communication skills (written and oral) with all project stakeholders
- Strong interpersonal skills and ability to work with cross-functional teams.
- Ability to read and interpret construction project documents.
- Ability to manage and prioritize multiple activities in a dynamic, fast-paced environment.
- Ability to work in a collaborative environment.

Education Qualifications:

- Minimum: BS in Construction Management, Project Management or related field
- 4+ years of construction or project management experience may be substituted in lieu of a 4-year degree.

Experience Qualifications:

- Minimum: Three (3) years of industry experience in estimating/pre-construction role for a commercial general contractor or subcontractor; Estimating/take-off experience or project management software experience

Work Environment:

This position works in an office setting and requires significant time spent in the field supporting superintendent.

Physical Requirements:

While performing the duties of this position, the employee is regularly required to stand for extended periods, walk, use hands and arms, talk, hear, and view a computer monitor. Lifting up to 30+lbs occurs

occasionally. Most duties are performed outside in the elements on a job site which may include exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration.