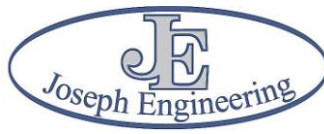


Ph: (805)928-3703
Fax: (805) 928-7377

BACKHOE & GRADING CONTRACTOR



info@joseph-engineering.com
www.joseph-engineering.com

PO Box 1410
Nipomo, CA 93444

LICENSE # 937783A

Job Description Estimator- Project Manager

Job Summary:

Identify potential projects to to bid and estimate cost of work on projects by completing quantity take-offs, gathering proposals from subcontractors, blueprints, specifications, and related documents. Provide oversight for all phases of construction on assigned production projects, including coordinating employees, subcontractors, material and equipment, ensuring that specifications are being followed, and work is proceeding with quality, on schedule, within budget and is in compliance with CAL/OSHA Safety requirements.

Principle Responsibilities

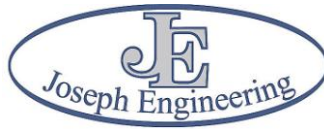
- Be a leader for our construction team through developing a cost-effective estimate and schedule for completion of projects in a fun and safe environment.
- Minimizes exposure and risk through safety audits and quality assurance controls; conduct safety meetings, job safety analysis, hazard identification, safety/employee investigations on assigned projects.
- Provide support and direction in the training and development of personnel by organizing and conducting safety meetings and collaborating with other managers to monitor compliance and identify safety issues.

Estimator Key Responsibilities

- Assist in preparing project estimates by gathering proposals, blueprints, specifications, and related documents.
- Analyze drawing, specifications and other documentation to prepare comprehensive cost estimates and take-offs by identifying labor, material, and time requirements, presenting same to Lead Estimator.
- Prepare, issue, receive and review supplier and subcontractor proposals and pricing.
- Coordinates with the client on all changes in scope, questions or clarifications regarding the work, during the bidding process.
- Acts as a resource to project management during the award / start-up phase to clarify any issues regarding what was considered in the estimate including materials and methods of construction.
- Reviews budget and project profitability status and goals with supervision and project team as required. Seeks input on corrective measures to continuously improve the identification and accuracy of cost figures.
- Acts as a resource for project management by providing cost information and developing cost estimates for changes in the work, during different construction phases.

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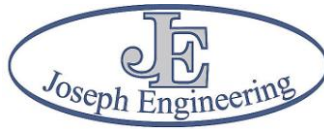
- Assist in inbound and outbound marketing, solicitation for bids and actively seeking out new clients.
- Assist in preparing special reports by collecting, analyzing, and summarizing information and trends (job costing).

Project Management Key Responsibilities

- Collaborate with Lead Project Manager for scheduling employees and equipment as well as obtaining material for assigned projects.
- Meet with supervisors and Owners on a regular basis to discuss status of projects, determine client satisfaction and take immediate action to respond to problems and concerns.
- Visit assigned project work sites daily, clarify scope of work, and prepare cost estimates and proposals for change orders.
- Oversee and direct construction projects from conception to completion, ensuring safe, quality construction.
- Oversee performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Establish, monitor, communicate and maintain project schedules, i.e: Review daily logs on a daily basis for assigned projects;
- Assist in negotiating subcontracts and purchase orders to assure that all project goals are being addressed.
- Proactively identify issues that could lead to problems and facilitate their solutions.
- Conduct and document project progress meetings with client and workers.
- Accurately forecasts revenue, profitability and project costs to maintain budget; manages to and achieves revenue goals set for projects; proactively identifies changes in project scope and ensures appropriate measures are taken.
- Projects and documents changes in scope and revenue on each project; assist in managing project closeout process for timely completion.
- Prepare internal and external reports pertaining to job status.
- Review the work progress on a daily basis.
- Meet contractual conditions of performance.
- Ensure manpower and resources are adequate; train, coordinate and direct construction workers.
- On occasion employee may be asked to work in the field.
- Other duties as assigned.
- Assigned projects attached hereto as Exhibit A.

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Minimum Qualifications

- B.S. degree in construction management, engineering, or related field or 10 years of direct experience
- Minimum 3 years' experience in the construction management, project management, and estimating field
- Experience estimating and managing self-performed work activities and subcontracted work
- Excellent time management skills
- Strong written and oral communication skills
- Strong negotiating skills
- Competent in conflict and crisis management
- Ability to plan and see "the big picture"
- Expert knowledge of building products, construction details and relevant rules, regulations, quality standards, and safety standards
- Must possess a Valid Driver License.
- Basic knowledge and use of computer software. i.e. email, Excel, Word, etc.

Construction Skills

- Understands means and methods of construction associated with underground utilities, grading, and civil engineering construction.
- Has a working knowledge of the cost of goods and services; has a demonstrated ability to solicit, evaluate and manage the price, schedule and quality objectives of individual projects.
- Understands the sequencing of work and the strategy of creating effective project schedules.
- Understands project cost control and change order management.
- Ability to read drawings, plans, and blueprints.