



Job Title: Project Manager and Estimator

Primary Responsibilities:

- **Project Management:** Manage projects from start to finish, ensuring everything stays within the projected budget and timeline.
- **Scope Development:** Responsible for developing the project scope, including the project's objectives, deliverables, and budget.
- **Cost Estimation:** Prepare cost estimates and proposals, analyzing project requirements and determining material, labor, and time requirements.
- **Coordinate** with owners, contractors, suppliers, and vendors. Monitor project budgets, schedule, and ensure quality standards are met.
- **Communication:** Communicate with Supervisors, subcontractors, suppliers, and clients to ensure clear understanding of project requirements and expectations.
- **Documentation:** Maintain accurate and updated documentation of projects activities, including contracts, schedules and these responsibilities are essential for ensuring the successful execution of construction projects and the delivery of high-quality outcomes.
- **Preparation** of bids for construction projects. Obtain permits when required.
- **Site visits** and progress inspections at least every week, more often if necessary. Review plans, specifications, and contract documents and daily reports.
- **RFP & Award Process:** Manage the Request for Proposals (RFP) and Award process, ensuring all necessary documentation is completed and submitted on time.
- **Negotiate** with suppliers and vendors.
- **Manage** change orders and modifications, ensure change orders and modifications are in writing and signed by the parties.
- **Weekly meetings** with the owner to provide updates on schedule and progress. Ensure updated plans, RFI's, and submittals are correct and current for each project.
- **Construction Oversight:** Provide oversight during construction, ensuring compliance with project specifications and standards.

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- **Proficiency** in construction software, Blue Beam, CAD, and Project Management Platforms.
 - **3+ Years of Experience** with CAD, Bluebeam, Estimating and Project Management.
 - **On-site Requirements:** Work at Office - Travel to job sites and client meetings as needed.
 - **Geographic Coverage:** State of Arizona