



Mechanical Division – Project Manager/Estimator

Position Overview

The position will be responsible for the overall profitability of projects in which he/she is involved. Working directly with the operations team to build project estimates and schedules, then manage and track the expenses throughout the course of the project to ensure that the project meets or exceeds the budget and timeline for completion.

Responsibilities

- Review and understand bid packets, including drawings, specs, and terms & conditions to ensure that all aspects of the job scope are accounted for when estimating the project.
- Perform “job walks” with customers to gain the knowledge and understanding of what the job scope will consist of
- Work with the operations team to account for the proper quantities of assets, resources, and time are accounted for in each bid.
- Gather quotes for materials and equipment necessary for the bid, then “buy-out” the project upon award by the customer.
- Assist the project superintendent in identifying local vendors (supply houses, fuel dealers, hotels, etc.) prior to mobilization, and establish credit accounts where available.
- Tracking all job costs and ensuring proper coding, according to the budget.
- Acting as the primary point of contact for the customer’s project manager.
- Writing proposals and change orders.

Qualifications and Requirements

- Be able to read drawings, P&ID and understand process plant equipment.
- 3 - 5 Years supervision experience managing crews and coordinating work to meet schedules.
- 3 - 5 years’ experience welding and fitting in plant environment.
- 3 - 5 Years of industrial project management experience.
- Preferred knowledge of the following: heat exchanger repairs, dryer/kiln repairs (specifically shell and drum), and piping and structural repair (including cladding /overlay repair).
- Written, verbal and interpersonal communication skills to effectively work with all levels of the organization.
- Travel and overnight stays will be required.
- Knowledge of basic accounting.
- Knowledge of Microsoft Office applications, Adobe products, and the ability to quickly learn any additional software that may be required.
- Able to pass pre-employment screenings, as well acquire any necessary documentation that a project location requires.
- Construction Management degree preferred but not required.



Benefits:

- 401(k) matching
- Health, dental and vision insurance
- Paid Holidays