

Senior Estimator / Project Manager

SMI Services, LLC.- Environmental Site Management – Bowie, Maryland Office

Senior Estimator /Project Manager

SMI Services, LLC. Is committed to being a leader in providing Sediment and Erosion Control Services to the MD, DC, VA, and DE regions. Quality workmanship, customer satisfaction, workplace safety and commitment to our customer is our recipe for success. We are currently looking for an experienced Senior Estimator / Project Manager to join our team.

Summary: This is an opportunity to help advance the course for an established, successful Sediment Erosion Control companies operations. The ideal candidate will have experience in estimating and managing projects, involving all aspects of Highway, Commercial and Residential construction. The position will be responsible for all components of the estimate. This company offers a competitive salary and an excellent benefits package.

Essential Duties and Responsibilities:

- Reviews proposal specifications and drawings to determine scope of work and required contents of estimate.
- Prepares detailed estimates by calculating complete take-off of scope of work.
- Formulate cost proposal for customers.
- Maintains files of working documents as back-up for estimate figures, including current and accurate information on prices from suppliers.
- Be able to create cost budget analysis for job labor & materials to determine profitability.
- Coordinate with field personnel for work implementation and schedule.
- Execute and track change orders for additional work.
- Review daily field tickets to determine pricing and assist with invoicing.
- Coordinate to set up vendor/ suppliers for material acquisition.
- Prepares final estimate summaries, analyzing each section for scope, pricing and completeness.
- Maintain contract logs and project/customer contact database.
- Please see a detailed "Job Description" on our website at www.smicompanies.net

Qualifications:

- Bachelors Degree in Estimating preferred.
- Minimum of 3-5 years estimator experience
- Must be motivated, self-starter who can work without supervision.
- Track and anticipate upcoming bids.
- Well rounded understanding of all aspects of construction.
- Superior communication and interpersonal skills required.
- Multi-task, bidding on more than one project at a time will be required.