



ADVANCED STEEL ERECTOR **STEEL ERECTION SPECIALISTS**

**Evergreen Erectors, LLC
 Job Description**

Position:	Project Manager/Estimator
Reports to:	Division Manager
Designation:	Exempt, Full Time
Hours:	Monday-Friday, 7:00 a.m. – 4:00 p.m.

Responsibilities

1. Responsible for field support services as requested by the Division Manager and Superintendent/Foreman to assist with construction of various structural steel, reinforcing steel, miscellaneous metals and bridge projects.
2. Reviewing customer contracts to ensure proper scope and terms.
3. Managing and monitoring costs for work while maintaining or improving target margins.
4. Tracking and developing change orders as needed.
5. Maintaining project schedule in digital format required by client and/or Company.
6. Maintaining project documentation on internal SharePoint site and various client applications.
7. Preparation of invoices and schedules of value for scope of work.
8. Management of projects from start to finish.
9. Visiting and working from job sites as needed and required.
10. Assisting field staff with drawing interpretation and document management as required.
11. Completing estimate take-offs and complete accurate estimates.
12. Researching upcoming projects and aid in developing customer base.
13. Soliciting subcontractor and vendor quotations to ensure coverage on all scopes of work.
14. Reviewing assigned subcontractor and vendor quotations in detail for full compliance with the plans and specifications.
15. Provide operations support for all field activities on the job site which may include tracking steel and bolt inventory, surveying support, managing erection drawings, tracking and documenting field changes and extra work items.
16. Contribute to the development, documentation, implementation and enforcement of the Company erection and quality control procedures as well as the Company's safety policies.
17. Assist in the development and implementation of project safety programs in cooperation with our customer, the owner, our employees, and others at project job sites.

Required Skills

1. Minimum of two years of Construction Project Manager experience.
2. Proficient in reading shop and erection drawings.
3. Proficient in Microsoft Office.
4. Professional verbal and written communication skills.
5. Conflict resolution
6. Organize, prioritize, and meet multiple deadlines.
7. Ability to complete work with a high degree of accuracy and thoroughness.
8. A valid driver's license and acceptable driving record are required to drive personal and company vehicles for company use.

Seattle Regional Office
Lynnwood, WA 98036
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Specialized Services
Structural Steel Erection
Precast Erection
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Mailing Address
PO Box 2516
Lynnwood, WA 98036

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9. Physical ability to perform job functions including walking to various parts of the job site, climb stairs and ladders to inspect work areas, light lifting and bending. May require extended time working from a desk or extended periods of time walking outdoors.

I understand the description of this job and the essential functions, as given above. I also understand that not all of the duties are described above, and that I will perform those above and other related duties as directed by my supervisor and management. I further understand that employment is at-will, and that either I or my employer may terminate the employment relationship at any time.

Please submit your resume to careers@dannysconstruction.com