

Corporate Office
 1066 West Third Avenue
 PO Box 11
 Shakopee, MN 55379
 Phone: 952-445-4143
 Fax: 952-445-4337
 www.dannysconstruction.com

Chicago Regional Office
 86 North Bridge Street
 Gary, IN 46404
 Phone: 219-883-8821



Southern California Regional Office
 13250 Florence Avenue
 Santa Fe Springs, CA 90670
 Phone: 213-718-6199

Northern California Regional Office
 One Avenue of the Palms
 Building 1, Suite 156
 Treasure Island
 San Francisco, CA 94130
 Phone: 415-772-1991



DANNY'S CONSTRUCTION COMPANY, 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. Reviewing customer contracts to ensure proper scope and terms.
2. Managing and monitoring costs for work while maintaining or improving target margins.
3. Tracking and developing change orders as needed.
4. Maintaining project schedule in digital format required by client and/or Company.
5. Maintaining project documentation on internal SharePoint site and various client applications.
6. Preparation of invoices and schedules of value for scope of work.
7. Management of projects from start to finish.
8. Visiting and working from job sites as needed and required.
9. Assisting field staff with drawing interpretation and document management as required.
10. Completing estimate take-offs and complete accurate estimates.
11. Researching upcoming projects and aid in developing customer base.
12. Soliciting subcontractor and vendor quotations to ensure coverage on all scopes of work.
13. Reviewing assigned subcontractor and vendor quotations in detail for full compliance with the plans and specifications.
14. Contribute to the development, documentation, implementation and enforcement of the Company erection and quality control procedures as well as the Company's safety policies.
15. 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. Organize, prioritize and meet multiple deadlines.
6. Ability to complete work with a high degree of accuracy and thoroughness.
7. A valid driver's license and acceptable driving record are required to drive personal and company vehicles for company use.
8. 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.

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CERTIFIED ADVANCED STEEL ERECTOR



STEEL ERECTION SPECIALISTS

Danny's Construction Company, LLC is an AISC Certified Advanced Steel Erector. Monitoring of procedures, planning, and documentation required to maintain this level of certification is a duty of all Danny's Construction Company employees. Your input and suggestions for continuous improvement are welcome.

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.