CORSENTINO CONSTRUCTION, INC.
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Construction Project Manager/Estimator

Classification: Nonexempt

Reports to: Company Owner

Date: July 31, 2024

JOB DESCRIPTION

Summary/Objective

The construction Project manager supervises subordinates, plans, directs, and coordinates activities pertaining to the construction, renovation and maintenance of commercial projects. The Estimator is responsible for estimating work of projects by gathering proposals, blueprints, specifications, and related documents. The estimator includes labor, material, and time requirements in order to be able to compute the overall cost of the project.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Project Manager is responsible to:

- Conduct property inspections, completing the necessary reports.
- Evaluate specifications for plan procedures, start and completion dates, and staffing requirements for each phase of the construction project.
- Direct and motivate subordinates and subcontractors engaged in executing work procedures.
- Interpret specifications and company policies to subordinates and/or contractors and enforce safety regulations.
- Analyze and resolve work problems, including worker complaints and grievances.
- Inspect projects under construction on a regular basis to ensure the work conforms to specifications, budget and schedule and initiate any repair or replacement needs and/or adjustment of working procedures.
- Coordinate construction work according to priorities and plans.
- Coordinate with architects, engineers, and other professionals to define project scope and objectives.
- Organize and lead project meetings with stakeholders to review progress and address issues.
- Prepare and manage project budgets, including estimating costs, preparing bids, and controlling expenditures.
- Allocate and manage project resources effectively, including labor, materials, and equipment.

- Ensure all construction activities adhere to quality standards, safety regulations, and building codes.
- Conduct regular inspections and audits to monitor work progress and ensure compliance with project specifications.
- Act as the primary point of contact for clients, ensuring clear and effective communication.
- Lead and manage project teams, including subcontractors and site staff.
- Identify potential project risks and develop mitigation strategies.
- Address and resolve any issues or conflicts that arise during the project lifecycle.
- Manage the orders of material and equipment to meet project needs and coordinate the delivery of supplies according to priorities.
- Inspect orders upon arrival to ensure the correct quality and quantity has been received.
- Allocate general and daily responsibilities.
- Supervise and train subordinates.
- Ensure manpower and resources are adequate.
- Produce schedules, monitor crew attendance and keep accurate records.
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The Estimator is responsible to:

- Analyze drawings and specifications.
- Review project plans, specifications, and other documentation to prepare accurate and detailed cost estimates.
- Analyze labor, material, and equipment requirements to develop comprehensive cost breakdowns.
- Use estimation software and tools to generate cost estimates and reports.
- Understand contractual terms and conditions.
- Ensure all bid documents are complete, accurate, and submitted on time.
- Compare estimates with actual project costs and analyze variances to improve future estimates.
- Conduct value engineering and cost-benefit analyses to optimize project budgets.
- Work closely with project managers, architects, engineers, and clients to clarify project requirements and constraints
- Attend pre-bid meetings, site visits, and project kick-off meetings as needed.
- Update and maintain cost databases and historical cost records for future reference.
- Assemble accurate and well-organized estimates and proposals in a timely manner for stipulated price, design-build and construction/project management formatted projects.
- Provide clear detailed quantity take offs.
- Organize sub-contractors quotations, negotiate to ensure quotes meet contract documents and issue proper documented purchase orders.
- Complete budgeting and scheduling for projects and track same.
- Monitor progress, requisition change orders and identify any potential risks.
- Provide and maintain unit pricing and database for material and labor costing.
- Formulate cost break down from estimates and for project progress.
- Meet with potential clients to discuss options for proposed services.

Competencies

1. Math Skills
2. Organization Skills
3. Data Analysis
4. Critical Thinking Skills
5. Detail Oriented
6. Effective Verbal and Written Communication Skills
7. Technical Skills
8. Time Management
9. Problem Solving/Analysis
10. Project Management
11. Computer Literate
12. Results Driven
13. Stress Management/Composure
14. Teamwork Orientation
15. Ethical Conduct

Supervisory Responsibility

This position manages all employees assigned to the project and is responsible for the performance management of the employees.

Work Environment
While performing the duties of this job, the employee is required to frequently inspect the project and may be exposed to ongoing construction and various weather conditions. The noise level in the work environment may range from moderate to loud. This position is performed in outside weather conditions.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must also occasionally lift and move up to 50 pounds. Specific vision abilities including close vision and color vision.

Position Type/Expected Hours of Work
This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m., 40 hours per week. This position frequently requires long hours and weekend work.

Travel
Travel is primarily local, although some out-of-areas may be expected.

Requirements and Experience

- Bachelor's degree from a four-year college/university; or three to five years of related experience and/or training; or equivalent combination of education and experience.
- Previous experience estimating projects into the $5 million range.
- Experience with estimating software and spreadsheet design.
- Ability to read drawings, plans and blueprints.
- Proven organizational and leadership skills.
- Aptitude in math.
- Problem-solving abilities.
- Strong communication skills; thorough and attentive to details; able to prioritize and multitask; proactive and deadline-oriented.
- Exceptional communication skills.
- Knowledge and understanding of safety guidelines.
- Attend meetings and trainings as required by management.

Additional Eligibility/Requirements
Must possess and maintain a valid Colorado driver's license.

AAP/EEO Statement
Corsentino Construction is an Equal Opportunity Employer. It is our policy to recruit, hire, promote, assign, discharge and provide any terms and conditions of employment without regard to race, color, sex, religion,

national origin, age, disability, marital status, sexual orientation, veteran status or any other protected characteristics. We treat all employees in a nondiscriminatory manner with respect to compensation, advancement, opportunity and other matters. All employment decisions are based on merit, qualifications and competence.

Other Duties

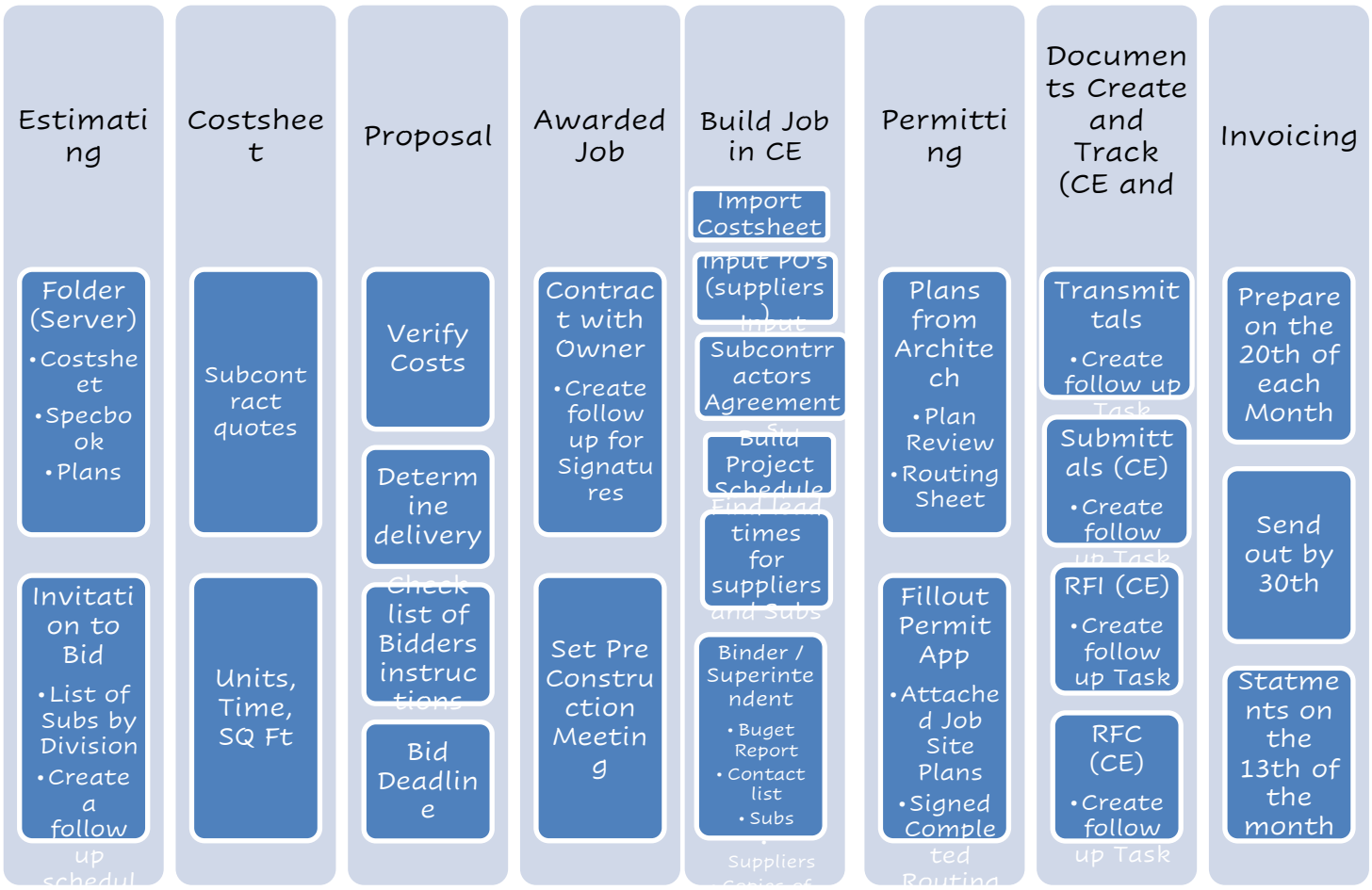
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by management:

Owner_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____

Project Manager / Estimator