

Clearwater Construction, one of Pennsylvania's premier Heavy Civil Constructors is growing Westward, and is currently seeking qualified individuals for the following position:



ESTIMATING ASSISTANT

Mercer, Pennsylvania

JOB DESCRIPTION

This position will be responsible for assisting the Estimating Team in the preparation and submittal of bids for public and private Heavy Civil, Bridge, and/or Foundation and Geotechnical projects to ensure that CCI is a responsive bidder. This position will be responsible for contacting subcontractors and material suppliers for quotes, organizing and recording information accurately, reviewing and preparing bid documents, entering bid information into software, performing take-offs, and providing administrative support.

The Estimating Assistant will work out of the Mercer, PA office and report to the Managing Director/Estimating Manager. The ideal candidate will have the educational background to support the position but could also have an equal amount of real world construction and field knowledge to understand successfully execute the practices of estimating.

RESPONSIBILITIES

- Obtain all quotes for bid packages sent and follow up with phone call if not received. Assist in analyzing subcontractor bids.
- Assist with the preparation of bid packages; involves comparison and analysis of competitive subcontractor and supplier bids.
- Review project plans, requirements and specifications to develop a comprehensive understanding of the project and develop scope of work, labor and equipment costs.
- Prepare quantity takeoffs and pricing of scope either through self-perform production-based estimate or unit price estimating.
- Assist with the identification of bid qualifications, risks, and assumptions along with quantities and pricing.
- Review and understand all bid documents and material requirements to assess constructability and product material requirements.
- Analyze subcontractor bonding capabilities, workload and prior performance relative to project.
- Prepare estimates according to the requirements of multiple delivery systems. Review quotes and estimates and prepare presentations to the Estimating Manager.
- Utilize existing cost history as a check to complete estimate.
- Attend pre-bid meetings and projects sites when requested.
- Attend pre-bid reviews and post-bid handoffs to project teams.
- Comprehend contract requirements for diversity compliance.
- Can travel occasionally and act independently with little or no supervision and as a team player.
- Other duties as assigned.

QUALIFICATIONS (Required)

- A strong desire to learn about bidding on DOT or heavy highway projects is required.
- Must have excellent attention to detail, the ability to recognize discrepancies and meet critical deadlines.
- Must have the ability to work with mathematical concepts such as probability and statistical inference, as well as apply basic principles of algebra and geometry as it relates to construction.

- Strong work ethic and willingness to work as a team.
- Ability to work in a fast-paced environment, prioritize work load and consistently meet deadlines while constantly changing tasks and demands, while maintaining extreme accuracy.
- Well organized, flexible and ability to multi-task.
- Must be able to work independently, yet within a team environment.
- Must have strong skills in MS Office Suite (Excel, Word, etc.), as well as strong overall computer skills.
- Must have good communication skills and the ability to effectively present written and verbal information.

ADDITIONAL, Non-Required Qualifications

- A degree in Construction Management, Civil Engineering or equivalent is preferred, but equivalent relevant field experience and/or understanding is also acceptable.
- Working knowledge of construction assemblies, scopes of work, and all project phases.
- Knowledge of construction means and methods, costs and engineering principles.
- Must have the ability to read, analyze, and interpret construction plans, business documents, technical specifications/procedures, and government regulations.
- Experience with B2W Estimate or similar estimating software is a plus.
- Must possess effective leadership skills and the ability to meet deadlines in a fast-paced environment.
- Valid driver's license issued within the United States clear of multiple and/or major violations.
- Successfully pass a pre-employment (post-offer) drug screen and motor vehicle records check; a criminal background check may also be conducted.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required E-Verify employment eligibility verification document Form I-9, providing necessary identification documents, upon hire.

NO PHONE CALLS, PLEASE.

Apply here: <https://www.workatclearwater.com/>

Clearwater Construction, Inc is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, or national origin, and will not be discriminated against on-the-basis of disability or, if applicable, veteran status. Female, Minority and Veteran candidates are strongly encouraged to apply.

Individuals with a disability that require reasonable accommodation for any position to complete any part of the application process or are unable to use the online application system and need an alternative method for applying, please contact us for assistance.

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