



Project Manager / Estimator

Crooker Construction and Precast of Maine are proud to be a 100% employee-owned company! As an Employee Stock Ownership Plan (ESOP) company, our employees are owners and share directly in the success they help create. As the company grows, all employees will watch their ownership accounts grow in value too. Apply today and soon you'll start watching your ownership account grow!

Crooker Construction is looking to hire an experienced candidate with a focus on safety and teamwork to join the team as a Project Manager / Estimator. The position will be responsible for preparing and coordinating the preparation of full cost estimates on earthwork construction and paving projects of varying sizes. Upon award of the projects, the employee will be responsible for the oversight of successful completion of the project, including but not limited to, overseeing its planning and organization, scheduling, and implementation.

Primary responsibilities will include, but not be limited to:

- Review earthwork construction and paving documents to understand requests for bids and the scope of work associated with each bid.
- Update weekly bid calendar and ensure timely completion of estimates.
- Prepare complete and full estimate to complete the scope of work outlined within the bid document including take-offs, labor, trucking, equipment, etc.
- Utilize industry software for design drawings, takeoff, earthwork analysis, scheduling and bid structuring, etc.
- Obtain pricing and process orders for required project materials.
- Obtain bids from subcontractors.
- Represent Crooker at pre-bid meetings and bid openings.
- Develop and maintain resource information on products, vendors, subcontractors, government requirements, etc.
- Work with and direct superintendents and site supervisors to plan, organize, and direct activities concerned with road and site construction projects.
- Prepare cost analysis and formulate reports concerning work progress, material, labor, equipment, subcontractor, and overhead costs incurred during the completion of the project.
- Attend meetings with towns, project owners, and state officials as required.
- Be involved as needed with the snowplow, removal, and shoveling planning.
- Act as either primary or secondary snow contact during assigned weeks in the winter months.

Requirements:

- Bachelor's degree in engineering, construction management, or a related field
- 5 years of experience estimating earthwork and paving projects.
- Previous supervisory experience is preferred.
- Must be familiar with all state and federal regulations as they relate to construction projects, safety, and environmental compliance.
- Must have working knowledge of construction methods, techniques, materials, and production as it relates to earthwork and paving.
- Must have working knowledge and experience with CAD, Agtek Earthwork Software, Microsoft Project scheduling software, Bluebeam Takeoff, Bid2Win Estimate or any software similar to those.
- Class C Driver's License is required.

This is a full-time, year-round position. Evenings and weekends will be required as job duties demand to meet deadlines. The Project Manager / Estimator must be available via email, text, and phone during evenings/weekends.

Benefits:

The company is 100% employee owned. All employee-owners have an additional ownership retirement account growing in value each year when more shares are awarded.

Minimal travel.

Company truck.

Health, dental, and vision coverage, 401k with company match, company paid life and disability insurance, paid time off, paid vacation, paid holidays, boot reimbursement, and more!

To apply: Online <https://crookerconstruction.com/current-opportunities/>
Email jobs@crooker.com

Crooker is managing this search. No recruiters or agencies, please.