

Title: Senior Project Manager / Estimator
Reporting Manager: General Manager
Entity: Alpha Milling
Location: Arvada, CO
FLSA Status: Exempt
Compensation: \$100,000-120,000 annual base salary; position is eligible for a competitive discretionary bonus, company provided vehicle, cell phone, full benefit offerings, etc.

POSITION OVERVIEW:

Position is responsible for monitoring and evaluating bid opportunities, reviewing project specifications, preparing quote packages, and coordinating engaged projects from origination to scheduling and through conclusion/invoicing. Maintains effective working relationships with internal and external stakeholders, sub-contractors, customers, vendors, and related partners ensuring a strong and consistent pipeline of projects exist (both confirmed and prospective). Supervises other Project Manager (PM)/Estimator positions.

ESSENTIAL JOB DUTIES:

- Actively solicit and respond to bid opportunities across assigned geographic region; frequently monitor upcoming public and private bid opportunities.
- Methodically evaluate and analyze bid specifications, plans, scope of work, related drawings, production rates, profitability margins and other key factors paramount to an effective bidding process.
- Thoroughly review contracts and sub-contracts and determine necessary action.
- Prepare and distribute quote packages to clients and ensure such packages are recorded/retained in an organized manner. Effectively track status of bids and proactively follow up with clients to maintain ongoing communications and updates.
- Partner with operations team (Operations Manager, Superintendents, Foreman) to coordinate scheduling, preparation, and implementation of numerous construction projects on a daily basis. Visit local job sites as needed and effectively interact and communicate with contractors, customers, etc.
- Leverages internal administrative support personnel to supplement scheduling efforts on a proactive basis. Helps facilitate the crafting duties to ensure a structured effort.
- Monitor job progress, resolve challenges/conflicts, and maintain professional communication between customers, inspecting authorities, employees, and other key stakeholders throughout the entire job process.
- Maintain effective working relationships with internal and external stakeholders, sub-contractors, customers, vendors, and related partners ensuring a strong and consistent pipeline of projects exist (both confirmed and prospective).
- Exhibit an ongoing commitment to quality by evaluating processes, recommending improvements and implementing changes to continually meet and exceed client expectations.
- Stay abreast of market conditions, competitor pricing, economic conditions (including supply chain) and other macro factors.

- Create invoices with all relevant job details, change orders, etc. and ensure timely entry into ERP. Work with assigned internal resource(s) to manage questions related to customer payment remittances and any related variances.
- May supervise other PM/Estimator positions. Provides effective training, coordination of duties, mentoring and managing of work performance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree in construction management, engineering, or comparable field or equivalent experience.
- Minimum 5+ years estimating experience in asphalt, concrete, or similar field, including experience as a sub-contractor.
- Prior management of more junior level PMs/Estimators preferred.
- Strong network of contacts and customer relationships within industry strongly preferred.
- Proven effective project management experience; direct operational experience managing construction crews preferred.
- Highly organized with extensive detail orientation.
- Ability to work effectively and efficiently in a high-pressure environment with competing priorities.
- Strong technical skills including Microsoft Office applications.
- Excellent communication skills (written and verbal) coupled with ability to communicate with a wide variety of people and backgrounds.
- Demonstrated proficiency with analyzing data and providing numeric driven reports, quotes and packages.
- Strong negotiation skills and ability to identify differentiating competitor/market factors.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Works in an indoor office relatively free from environmental conditions or hazards.
- Use of office equipment and computers.
- Occasional lifting of supplies and materials from time to time.
- Positions in this class typically include extended sedentary periods, talking, hearing, seeing, grasping, movement and repetitive motions.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform each essential job responsibility satisfactorily. This job description is not to be construed as all inclusive. Employees may be required to perform any other job-related task as requested. Reasonable accommodations may be considered and implemented to enable individuals with qualified disabilities to perform the essential functions.