Estimator/Project Manager -starting rate $35.00- $37.00

Daily

* Check for new projects

1. Newspapers
2. Engineers
3. CDC

* Follow up general contractors or owners on new projects
* Perform take-off for projects
* Implement B2W for estimates
* Review estimates with Eric or Lynn
* Track current jobs
* Review daily job sheets for errors
* Review invoices from suppliers/subcontractors
* Price out jobs, write subcontracts/purchase orders
* Prepare project time lines/adjust as needed during project
* Review project costs/monitor profit/loss daily
* Use B2W to create jobs sheets for crew, production rates, job materials, subcontractor, and etc.

Weekly

* Set up weekly job meetings with field personnel to review schedule and production
* Weekly office meetings to review projects
* Meet with Eric/Lynn on current projects bidding, win rate on projects, and leads on new projects

Monthly

* Create monthly job invoices
* Forecast work load
* Long term leads on jobs