

FOREMOST PAVING, INC.

ESTIMATOR – HEAVY HIGHWAY CONSTRUCTION

We are seeking an Estimator with previous experience in heavy highway construction to work for construction company in South Texas. This position reports directly to the appropriate Division Manager.

Responsibilities:

- Reviews proposal specifications and drawings to determine scope of work and required contents of estimate
- Prepares time, cost, materials and labor estimates by calculating complete takeoff of scope of work
- Ensures estimates are completed on time, in a professional and competitive manner
- Ensures estimates are accurate, and consider risk factors and construction methods
- Maintains files of working documents as back-up for estimate figures, including current (accurate) information on prices from suppliers
- Maintains database with current contact information for subcontractors and vendors
- Requests quotations; organizes, reviews and logs quotes received
- Supports other department personnel as required
- Performs post-bid analysis (i.e. “bid tabs”)
- Assists with cost control system set-up
- Assists with making phone calls or running copies of documents, proposals, as needed
- Delivers major bids, picks up drawings and other miscellaneous bid-related errands
- Communicates and reinforces the Company vision, values and goals
- Performs additional assignments per supervisor’s direction

Job Requirements:

- 4 year engineering degree or equivalent combinations technical training and/or experience
- Advanced math and computer skills
- 3-5 years construction field experience
- Ability to conceptualize the project schedule from project start through completion, including sequence/phasing of work
- Knowledge of assigned discipline, estimating techniques and cost control
- Ability to interpret computerized cost data and systems
- Excellent verbal and written communication skills
- Flexibility to work on a variety of projects
- Able to prioritize, deal with frequent interruptions, and meet deadlines in a fast-paced environment is an absolute must
- Prefer a working knowledge of HeavyBid/HeavyJob software

Salary Depending on Experience. Benefits include health insurance at low cost to the employee; dental, vision, disability and life insurance; paid vacation; 401K.

We are an Equal Opportunity Employer.

To apply:

E-mail resume to clarissa@fpitex.com, or

Fax to (956) 316-8901