

PURCHASING AND ESTIMATING MANAGER

Summary/Objective

Plans, coordinates and directs the estimating functions, including administering operating budgets, etc. Develops and implements all department standards and procedures, and is responsible for review of all final estimates packages to ensure accuracy and completeness.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Review and evaluate requests for estimates.
2. Prepare weekly bid calendar and ensure timely completion of estimates.
3. Review estimates and revisions for completeness and accuracy.
4. Prepare cost analysis regarding material, labor, overhead and profitability incurred during the construction process.
5. Make an estimate where predetermined standard(s) are not available.
6. Create specifications and prices sheets for all projects.
7. Maintain and improve cost schedules.
8. Develop and maintain cost data, including labor, construction methods and production rates.
9. Develop and maintain estimating procedures and guidelines.
10. Prepare reports as needed.
11. Interview and process new Subcontractors with the advice of the Vice President of Production.
12. Develop and maintain resource information on products, vendors, subcontractors, government requirements, etc.
13. Creation of Purchase Orders for all trades and vendors on each job.
14. Assist Production Coordinator with permit submission with the direction from the Vice President of Production.

Position Type and Expected Hours of Work

This is a full-time position; typical work days and hours are Monday through Friday 8:00 a.m. to 5 p.m. with a one (1) hour break for lunch. However, there may be times when longer work hours are required.

Required Education and Experience

1. Bachelor's degree in relevant field.
2. Five years of experience.