The Company:

Tim Greenleaf Engineering is a demolition and grading contractor that has been in business for 19 years and we have place our mark in the industry.

Job Type: Entry level, full time

Job Description:

A Project Estimator is responsible for accurately accounting for and estimating any and all costs associated with a project. They analyze subcontract and supplier costs and track job costs. They will make and execute job progression schedules. It is a challenging, yet very rewarding position that requires great attention to detail. The candidate must demonstrate the ability to work well under pressure and have strong organizational and time management skills.

Qualifications:

- BS or BA in civil Engineering, construction Management, or equivalent preferred
- Recommended 0-2 years of experience in engineering, construction, or related field
- Valid California Driver's license and ability to drive throughout Southern California, if needed
- Strong working knowledge of Excel, Word, and Adobe Acrobat

Recommended Skills:

- Plan / Blueprint reading and understanding
- Microsoft Outlook
- Carlson Take Off (or other Take-Off software)
- Auto CAD
- Excel (Required)
Responsibilities:

- Prepare detailed bids, conceptual budgets, or engineer's estimates from plans and specifications
- Perform detailed take-offs for any and all trades required within a bidding project
- Accurately compare and analyze bids from subcontractors and suppliers
- Collaborate with engineers, architects, clients, subcontractors, and suppliers
- Coordinate with the field team by communicating the material procurement schedules and lead time
- Maintain vendor relationships

Why you should apply:

- Develop and hone your skills in the engineering and construction industry
- Become an integral part of a successful and growing demolition and grading contracting company
- Develop key relationships with industry subcontractors and suppliers
- Opportunity to work with highly knowledgeable and experienced professionals
- Specialized experience that is difficult to obtain but versatile once learned

Interested?

Please email your resume (references and cover letter are optional) to sandy@tgegrading.com