Entry Level Construction Cost Engineer

DeMaria Building Company, Inc.

Posted: Oct 22, 2013

POSITION

TYPE Full Time

GRADUATION

DATE - RANGE START May 01, 2010

RANGE END August 01, 2013

WORK

AUTHORIZATION Yes

JOB FUNCTION Other

DESCRIPTION

This person should have one year of construction related experience. Willingness to work on projects out of state if needed is required. LEED GA certification and/or OSHA 30hr certification is a plus.

Responsibilities include, but are not limited to:

• Assist Project Estimator on Bid Day reviewing subcontractor’s and vendor’s scopes of work submitted and obtaining corresponding quotes and related duties.
• Responsible for Assisting Project Estimators on competitive and negotiated estimates, reviewing specs and contract documents; coordinating pricing from vendors; and assisting other Estimators as needed.
• Duties will include interfacing with subcontractors.
• Must have knowledge of commonly-used concepts, practices, and procedures within the construction field.
• Works under immediate supervision of the Vice President, Estimating
• Delivery of bids to Client and/or Architect.
• Soliciting subcontractors and vendors to bid projects.
• Distribute prints and specifications to subcontractors and suppliers.
• Attend site visits and Pre-Bid Meetings for Project Estimator as required.
• Distribute addendum’s to subcontractors and vendors as required.
• Assist Project Estimator in performing self-perform quantity takeoffs.
• Delivery and/or pickup of drawings and specifications.
• Estimate smaller projects as needed
• Learn how to use Planswift and Timberline software programs
• Update plan room with specs and drawings for new projects
• Participate in estimating team meetings
LOCATION
CITY
Novi
STATE/PROVINCE
Michigan
COUNTRY
United States

DESIRED MAJOR(S)
College of Engineering/Civil Engineering, College of Ag. and Natural Resources/Construction Management Program

DESIRED CLASS LEVEL(S)
Recent Alumnus (Two Years or Less), Alumnus (More Than Two Years)

QUALIFICATIONS
• Bachelor’s Degree in a construction related field with a minimum of 1 year general construction experience.
• Must have a general understanding of the construction process
• Must be able to read and understand blue prints and have basic mathematical aptitude
• Demonstrate a professional attitude consistent with company values and culture
• Excellent verbal and written communication and interpersonal skills
• Possess good organizational, analytical and problem solving ability. Detail oriented with the ability to multi-task
• Proficient in use, or quickly capable of learning Timberline, Planswift and Microsoft Project software
• Knowledgeable of applicable OSHA and Company safety requirements

If you are hardworking and want to be a part of a successful team send your resume with salary requirements.
No Phone Calls Please
No Relocation reimbursement for this position
DeMaria is an Equal Opportunity Employer.