Green Construction, Inc has an immediate opening for an *Underground Utility Estimator*.

We’re looking for an energetic, hard working person to join our construction team. Candidates must be self-motivated with excellent multitasking skills. Interpersonal, organizational and communication skills are a must.

**Requirements**

Bachelor’s Degree in Civil Engineering, or Construction Management is preferred, consideration will be given to applicants currently pursuing these degrees.
Proficient in Microsoft products (Word, Excel, Outlook, Project).
Knowledge of estimating software is a plus
Experience in civil construction particularly wet utility work (water, sewer, storm drain, irrigation etc.) and site work is preferred.

**Responsibilities**

Perform accurate takeoffs and quantity estimates
Determine scope of work by reviewing bid documents and attending pre-bid meetings.
Update unit costs and labor hours by evaluation of historical data.
Develop project schedule including equipment, labor, material and staging requirements for each estimate
Negotiate subcontracts and purchase orders
Lead the value engineering process for projects
Take part in informal and formal presentations on negotiated projects
Turnover projects to operations department
Develop and maintain relationships with clients and subcontractors
Show involvement in local community
Develop networking opportunities
Abide by codes of conduct and company policies
Identify risk issues
Participate in estimate reviews
Assemble pre-qualification packets, and submittals
Attend bid openings and pre-bid conferences
Attend meetings with estimation department and sales department to discuss future and current projects
Draft scope of work and contract documents.
Other responsibilities as assigned

Compensation based on experience. Position includes great benefits and a great working environment with an established company.