



Job Description - Project Manager/Estimator

About Haley

We deliver innovative and personalized building results for our clients in Yavapai County. We are grounded by our values.

Our *Legacy* is a rich demonstration of our dedication to our clients and the successful development of the Haley client experience. *Innovation* - We envision and provide custom solutions that serve our client's greatest needs through our dedicated team and experience. *Gratitude* - We readily show our thankfulness towards the Haley team, the community and the clients that choose us to build lasting projects. *Honesty* - We know that the only way to build strong relationships is through honest and open communication. We are candid to achieve optimal outcomes. *Team* - Together we are family. We let this live out throughout our relationships and the way we collaborate to solve some of the biggest challenges.

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of the assignment.

Function of Job

The Project Manager/Estimator is responsible for oversight of the daily management, supervision, coordination, and successful completion of the project to meet time and cost objectives with respect to contracting, scheduling, estimating, bidding and contract administration functions.

Personal Attributes Needed To Undertake Job

- Demonstrated competency in the areas of estimating, scheduling, budgeting/cost control and financial reporting
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of the organization
- Competent with PC-based scheduling and spreadsheet applications. These include Excel, Word and Microsoft Project
- Ability to read blueprints and specifications for building

Characteristic Duties & Responsibilities

- Prepare project estimates for construction projects - preliminary, design development, final
- Acquire thorough knowledge of plans, specifications and owner wishes
- Prepare list of Subcontractors and/or Suppliers for quotation
- Complete project estimating pricing utilizing historical cost data, cost analysis, and a knowledge of current market conditions and quotations
- Coordinate with construction personnel regarding construction practices, techniques, strategies, and procedures
- Review proposal specifications, drawings and attend pre-bid meetings to determine scope of work and required contents of estimate
- Schedule and attend preconstruction, weekly project meetings and post construction meetings
- Report on the status of the project as accurately as possible with emphasis on the anticipated cost to complete
- Ensure that all required administrative and field paperwork is completed weekly
- Ensure the project is completed in conformance with the signed contract, subcontracts, purchase agreements, plans, specifications and changes
- Ensure the CEO and CFO are aware and have the needed information on any problems that may be of corporate interest
- Track awarded contracts as required - may include estimating/pricing extra work items, change orders, credit, and procuring materials
- Ensure that all projects are planned and administered as efficiently as possible
- Coordinate the submittal process by checking all items for compliance with the project plans and specifications

1933 ROCKY DELLS DRIVE PRESCOTT, AZ 86303

928.445.1281 | HaleyConstructionAZ.com

Residential: ROC 025486-B | Commercial: ROC 075583 B-01



- Responsible for all correspondence required with Owner, Subcontractors, Architects, and Suppliers to properly document the project
- Responsible for directing the Project Superintendents
- Responsible for coordinating Owner billings with accounting and tracking payments from Owners
- Responsible for reporting monthly job cost projections
- Monitor the job progress for compliance with the project plan and schedule
- Process change orders and ensure Superintendents have all information for implementation
- Ensure that all Safety and Health Standards are posted on the jobsites

If you meet these requirements and would like to become part of the Haley Construction Company family, please email your resume to Employment@HaleyConstructionAZ.com

Because it is the right thing to do, Haley Construction Company is an Equal Opportunity Employer. We seek to recruit, develop and retain builders from all backgrounds to join our team.

