



ESTIMATOR

Established in 1994 PB Sullivan Construction, a heavy-civil contractor with operations throughout the island of Maui, has always maintained that our employees are our greatest asset. We are now looking for an individual to join our team as an **Estimator**.

We perform all types of civil construction for municipal, commercial, and residential projects in many varying environments, including: ground water, basalt rock, expansive soils, and a combination of all of the above.

The combination of engineering, construction management and installation expertise make PB Sullivan a leader in our field. We provide our customers a full-service capability for a wide range of industrial construction and maintenance services to maximize production.

Job Summary

- Organize bid documents, create drawing logs, and upload construction plans and specifications
- Identify document conflicts and determine ideal strategy for bidding.
- Prepare estimates from takeoff to bid including 3D modeling using Agtek software and implementing soils reports to produce an accurate representation of the existing conditions.
- Solicit potential subcontractors, prepare RFQ's (Request for Quotes) and create complete subcontractor bidder's lists.
- Track and follow up with subcontractors to ensure all documentation is submitted on time and in a neat, organized manner.
- Conduct site visits and attend pre-bid meetings to understand project scope.
- Create detailed quantity take offs.
- Qualify and compare subcontractor/vendor bids.
- Clarify bid documents and prepare RFI's to submit to architects or engineers, follow up with owners, Architects and Engineers, and subcontractors to relay the information as quickly as possible.
- Coordinate and prepare project bids and proposals for submittal to the Owner/Developer.
- Negotiate and create subcontractor/vendor contracts & material purchase orders based on bid qualification.
- Understand the bonding and any special insurance requirements of each project
- Setup and maintain a prevailing wage or multiple prevailing wage databases.
- Maintain a computerized construction cost database (Bid2Win) for use by estimating and construction managers along with other team members. This must be kept current from labor rates, fuel costs, equipment costs and subcontractor's costs.
- Become knowledgeable of all county and state highway specifications and details.
- Develop a project schedule with project manager and order project materials with attention to lead time and specifications.
- Prepare and track submittals for the architect and / or engineer to verify the correct materials and quantities are installed on the project.

Experience:

- 5+ years of experience in construction estimating and project management.
- 1 year AutoCAD (Preferred)



Ideal candidate:

- Is proficient in the use of the Microsoft Office Suite (including Excel, Projects, Word, Outlook, etc.)
- Is proficient in the use of Bid2Win take-off software.
- Is proficient in the use of Agtek earthwork modeling software.
- Has ability to multi-task and consistently meet deadlines in a fast-paced work environment.
- Has ability to read and thoroughly understand construction plans and specifications (civil, architectural, structural, mechanical, electrical, etc.)
- Has ability to create and maintain positive relationships with clients, subcontractors, and design professionals.
- Excellent communication skills—both written and verbal.
- Detail oriented.

Benefits/Compensation

- Exceptional compensation package
- 401k
- Dental insurance
- Disability insurance
- Health insurance
- Paid time off
- Vision insurance
- Aflac
- Profit Sharing

Salary Range

Based on experience

All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations. We are extremely competitive, client-focused and realize that our value is in our ability to deliver the right solutions at the right time.