

## Specialty Projects PM/Estimator

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### General Job Description

The Specialty Projects PM/Estimator is responsible for financial organization, estimating and tracking of electrical projects and implementing measures to increase the Company's effectiveness and efficiency.

### Main Objectives of PM/Estimator

- Maintain an average gross margin over all projects of 15% or over.
- Ability to manage up to 6 electrical contracts at one time and keep them organized while estimating future work.
- Acquire new work with a hit ratio of 10%
- 100% of projects to be profitable
- 100% customer satisfaction.
- Build and strengthen existing and new relationships by acquiring new profitable work.

### Miscellaneous Expectations

- Drive Prefabrication with the field.
- Get LEED AP accreditation within 6 months.
- Continue Education in related fields.
- Ability to help train new Foreman and grow existing Foreman with labor savings ideas.
- Signature of non-compete if required for position.
- Provide assistance to acquire quality level Senior Supervision from past work relationships.

### Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the estimating process at Weifield finding ways to be more efficient and profitable. This involves conducting meetings with critical members of the Weifield Management team to discuss bidding strategy and targets.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and Company effectiveness, and then develop appropriate solutions.
- *Strategic Guidance:* Develop strategic direction analysis for Weifield as an organization. Make recommendations as to courses of action in terms of strategy for all sectors of the company.
- *Tool Analysis:* Research potential tools to enhance efficiency and effectiveness of the business processes. Tool analysis and development should be executed closely with both Software Development and the Chief Technology Officer.
- *Information Dissemination:* Develop and Facilitate high-quality and high-frequency communications throughout the

- Company. Investigate and implement tools to achieve these goals.
- *Company "Handyman"*: Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
  - *Training/Mentoring*: Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
  - *Recruiting*: Continually seek and refer potential employees to the WEIFIELD Human Resources Department and the management team.
  - *Industry Awareness*: Continually seek industry and market information to provide WEIFIELD with the information necessary for successful business development.

## **Qualifications/Skills Expected of Position**

### **PROJECT START UP**

- Responsible for preparation of subcontract and obtaining all required permits
- Responsible for preparation and maintenance of Project Schedule
- Responsible for preparation and buyout of Purchase Orders
- Responsible for preparation and review of submittals and shop drawings
- Responsible for preparation of project budget and schedule of values
- Responsible for the review of files according to Policies and Procedures
- Responsible for review of Contract drawings and addressing RFI's in a timely manor

### **ESTIMATING**

- Excellent Quantitative and analytical skills are mandatory
- Possess basic understanding of the electrical industry
- Candidate must have entrepreneurial approach to problem solving and the ability to handle a variety of tasks
- Possess excellent written and oral communication skills
- Motivated, detail oriented and will not accept second best
- Possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment
- Candidate must be self-motivated and flexible to accommodate changes in Weifield's business strategies
- Candidate must be willing to travel as needed
- Possess computer knowledge that includes MS Office, Accubid, Visio, and CAD, with the ability to learn new software quickly

### **FINANCIAL**

- Responsible for management of daily affairs to stay within budget and on schedule
- Responsible for project buyout and obtaining quotes in a timely manner including control takeoff of quotable items
- Promptly price and settle change orders accurately
- Prepare Gross Margin Statement with project team
- Prepare Billing with project team

### **PROJECT ORGANIZATION AND TRACKING**

- Distribute & maintain current drawings, specifications, & product data with changes and clarifications
- Responsible for subcontractor performance
- Responsible to adhere and enforce Company policies and procedures
- Responsible for a personal project log
- Responsible for getting materials released to jobsite
- Responsible to adhere to the contract documents
- Responsible for project documentation - i.e. delays, back charges, claims
- Responsible for coordination of submittals by other trades

### **PROJECT CLOSEOUT**

- Responsible for preparation of O & M manuals
- Responsible for review and submission of As-Built drawings
- Responsible for preparation of Warranty documents
- Responsible for tracking punch list and making sure items are complete

Responsible to make sure all spare parts are turned over and signed “received”

**Reporting**

The Specialty PM/Estimator currently reports to the Specialty Projects Manager

**Measurements (Yearly)**

The Specialty PM/Estimator’s success is measured by the following criteria:

- Ability to start and manage projects without guidance from management.
- Development of process and tools that streamline operations and cut costs.
- Propensity to bring answers to the table and implement solutions quickly.
- Position Evaluation Form as reviewed during interview.

**Compensation Package**

<b>Start Date:</b>	TBD
<b>Status:</b>	Full-time
<b>Pay Rate:</b>	DOE
<b>Employee Health Insurance:</b>	Healthcare 100% of the “Base Plan” by WGC 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Family Health Insurance:</b>	Healthcare 100% of the “Base Plan” by WGC 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Voluntary Dental/Vision Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Disability &amp; Accident Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Life Insurance:</b>	Portion paid by employee based on coverage selection 1 <sup>st</sup> of the month following 60 days, not to exceed 90 days of employment
<b>Flex Pan:</b>	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 60 days, not to exceed 90 days of employment
<b>PTO:</b>	After six months, accrue 5 days per year 1-5; 10 days per year after 3 years and 15 days per year after 5 years. Seven paid holidays per year.
<b>401k/Safe Harbor:</b>	Participate at one year. Weifield matches 100% of investment up to 4%
<b>Background Check Required:</b>	Yes
<b>Schedule:</b>	Attendance is a high priority. All employees must arrive on time to all functions. Typical work week 50+ hours. This position may require night time, weekend, holiday, and overtime work.
<b>Current Drivers License Required:</b>	Yes

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

**Weifield Group Contracting LLC is an Equal Opportunity Employer.**