



## **Asphalt Paving Estimator / Project Manager Topsham, Maine**

Crooker Construction is looking to hire an Asphalt Paving Estimator / Project Manager to join our paving division. The position will be located in our Topsham office and time will be split between the office and in the field visiting projects, meeting with clients, and communicating with the paving crews.

The role will report to the Paving Manager and primary duties will include building relationships with clients, reviewing RFPs, preparing estimates, submitting bids, and managing projects from start to completion.

Primary responsibilities will include, but not be limited to;

- Review upcoming and available paving projects to understand requests for proposals and the scope of work for each upcoming proposal.
- Prepare cost estimates and timing of labor, take-offs, trucking, equipment, etc. in order to complete the scope of work outlined within bidding documents.
- Obtain pricing for required materials.
- Request and obtain bids from subcontractors.
- Represent Crooker at bid openings as required.
- Upon award of bid, manage and oversee all aspects of the work to complete the project.
- Prepare project designs and plans using computer assisted design software and equipment as applicable.
- Establish project objectives and performance standards within boundaries of company policy and contract specifications.
- Work with and direct site supervisors to plan, organize, and direct activities concerned with paving projects.
- Monitor and control projects through administrative direction of on-site supervisor to ensure project is completed on schedule and within budget.
- Build and foster professional relationships with owners and public officials to facilitate project activities.
- Conduct cost analysis and project reports to review work progress, material, labor, equipment, subcontractor, and overhead costs incurred during the completion of projects.
- Work with Dispatcher, General Superintendent, and Paving Superintendent to assign labor and equipment necessary in order to complete projects.
- Attend departmental meetings as required.
- Attend meetings with towns, project owners, and state officials as required.

- Be available and approachable to all operators, management, and site supervisors through multiple communication methods; email, office phone, cell phone, company radio, etc. when there are concerns or questions.

### **Education/Experience**

- Bachelor's degree with an engineering related focus from a four-year college or university, and/or 5+ years of practical work experience.

### **General Knowledge/Skill Requirements**

- 3-5 years of experience in asphalt and/or construction estimating
- Working knowledge of roadway, parking lot, and construction materials
- Working knowledge of production and placement practices and specifications for hot mix asphalt
- Working knowledge of quality control operations related to paving
- Ability to build and maintain internal and external relationships
- Knowledge and understanding of environmental regulations
- Strong focus on safety
- Solid computer skills including Microsoft Office (primarily excel, word, and outlook).
- Must have good written and verbal communication skills.
- Must be able to work independently and successfully switch between tasks throughout the day.
- Must have a valid driver's license.
- Must have a positive, upbeat, friendly personality.

### **Benefits**

Working with a great team, paid vacation time, paid holidays, group health and dental insurance starting on day one of employment, 401k with company match, profit sharing, short and long term disability, life insurance, company vehicle/stipend, cell phone, and much more!

### **To apply**

Visit our website, <http://www.crooker.com/employment/>, to apply online or download a copy of our application. Completed applications, resumes, and cover letters should be emailed to [jobs@crooker.com](mailto:jobs@crooker.com)