



Design & Estimating Manager

Location: Live Oak, FL

FLSA Classification: Full-time Exempt

Work hours: Monday through Friday, 8:00am to 5:00pm; occasional evening and weekend work may be required as job duties demand.

Job Summary:

The Design and Estimating Manager is responsible for leading the estimate and design process for all divisions of the business. Will work closely with the sales team and potential customers to get the projects as close to budget as possible.

Essential Functions:

- Prepare an estimate AND design for projects from engineer drawings, sketches or from field measurements.
- Interfaces with sales team on building out estimates for accuracy
- Produce Erection and Shop Drawings from Engineer drawings, sketches or from field measurements.
- Prepare bill of materials and shipping tickets.
- Coordinate with shop introduction of drawings and materials for Fabrication.
- Purchase all Materials required to produce fabricated items required.
- Coordinate with customer Delivery of materials.
- Communicate with clients to gather additional information, respond to Request for Proposals (RFPs)
- Encourages and ensures estimating for projects to understand build sequence, perform time-studies and discuss means and methods with the superintendents and field supervisors to improve our cost position in the market.
- Will be responsible for updating systems with salaries, wages, benefits and equipment rates.
- Will be responsible for ensuring that feedback from the field is integrated into proposals ensuring that production rates, means and methods are consistently up to date.
- Works to continuously evaluate and improve bidding and estimating processes, templates, and procedures.

Competencies/Essential Skills

- **Computer and Technical Skills:** Embrace and adapt to technology required to fulfill responsibilities of this position, to include Microsoft Office, Excel, Outlook, & Project Management software. Help obtain and find best estimating software to build out processes for organization.
 - **Organizational skills:** Ability to manage the needs of the team as well as ensure projects are meeting timelines/goals set for clients/customers.
 - **Written and verbal communication skills:** Ability to work effectively with other team members. Capable of representing the company publicly in a professional manner.
 - **Time Management:** Develop, organize, plan and have time management abilities to utilize, solve problems creatively, manage/schedule multiple priorities, and adherence of deadlines.
- Analytical/Financial:** Ability to build accurate estimates in an efficient manner

Travel

Travel to and from job sites as estimates are being built or track progress on projects.



Physical Demands

- This job primarily operates in a professional office setting, and will visit sites as needed.
- Frequent use of standard office equipment, such as computers, phones, copiers, and scanners.
- Must be able to bend and lift and carry up to 25 pounds.
- Frequently exposed to wet and/or humid conditions at work sites
- Occasionally exposed to moving mechanical parts; fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud

Required Education and Experience

- Bachelor's degree (business, construction management, design or engineering) or equivalent experience is required.
- Ideally 7+ years with steel fabrication experiences; specifically within estimating and design
- Must be thoroughly versed in the operations of a construction company, general contractor and design-build firm.
- Experience working in steel fabrication facility—knowledge needed to understand work performed.
- Working knowledge of estimating software programs. Preference to be able to select, build out and set up processes within software programs.
- Demonstrated knowledge in understanding scheduling, scheduling software experience preferred.
- Ability to comfortably communicate, both verbally and in written correspondence, to senior executives, project team members, consultants, and partners.

Affirmative Action/EEO statement

We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment all employment actions such as promotions, compensation, benefits and termination of employment.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.