



Position Description : Estimator/Project Manager

Reports To: General Manager

Job Summary:

Estimators are responsible for evaluating construction takeoffs related to our product line. The Estimator reviews specifications and drawings, prepares written estimates and quotes to submit to our customers for review and consideration for securing projects.

RESPONSABILITIES:

- 1) Estimating and bidding jobs competitively in required timelines to secure project.
- 2) Accurately assesses material, labor and equipment required for the project. Estimators must ensure that their material take-off is comprehensive and includes all special material purchases required to complete a job.
- 3) Analyzes quotes from suppliers
- 4) Communicate regularly with customers to confirm and clarify projects scope and specifications prior to completing the estimate
- 5) Ability to problem solve design conflict through a collaborative effort with plant foreman
- 6) Developing and maintaining relationships with company vendors and contractors/customers
- 7) Maintain high ethical standards demonstrating Camp Precast Concrete Products core values of integrity, quality, passion, and reliability
- 8) Meets or exceeds safety, quality, housekeeping, attention to detail, and production efficiency objectives while always maintaining a culture of continuous improvement.
- 9) Must possess excellent communication skills; both oral and writing, and the ability to work collaboratively during times of high staff stress, while maintaining a professional attitude and approach.
- 10) All other duties as assigned-flexibility to change focus as needed

POSITION REQUIREMENTS

1) Education

- 1) High School diploma or GED
- 2) 2-year degree in construction management, civil engineering or similar field is preferred

2) Experience

- 1) 2-year construction management, estimating, civil engineering or similar field is preferred

3) Skills

- 1) Familiarity with analyzing requirement data to develop material and cost estimates for projects of all sizes
- 2) Proficiency in mathematics, statistics, and data analysis
- 3) Excellent analytical skills and attention to detail
- 4) Strong Project Management Skills
- 5) Exceptional time Management Skills
- 6) Excellent written communication and interpersonal skills

4) Career Ladder

- 1) With demonstrated knowledge and skills, may be promoted to a higher-level position

CONDITIONS OF EMPLOYMENT

- 1) Compliance: Employees will complete required annual mandatory training programs and adhere to all company policies.
- 2) Camp Precast Concrete Products is an equal opportunity employer. Camp Precast does not tolerate discriminating since race, national origin, color, religion, sex, sexual orientation, disability, age, veteran's status, genetic information, or any other characteristics protected by law. Equal opportunities extended to all terms and conditions and privileges of employment, as well as the use of all company facilities participating in all company sponsored activities and employment actions such as promotions, compensation, benefits and terminating employment.

Attachment I

PHYSICAL DEMANDS AND WORKING CONDITIONS

(Please include with the completed position description)

Job Title: _____

A. Weight-Related Functions and Categories

- Indicate the letter for the appropriate weight range for each category.

<input type="checkbox"/>	Lifting	a. 0 to 10 lbs.	e. 35 to 50 lbs.
<input type="checkbox"/>	Carrying	b. 11 to 24 lbs.	f. 51 to 74 lbs.
<input type="checkbox"/>	Pushing/Pulling	c. 25 to 34 lbs.	g. Over 74 lbs.

B. General Functions

- Type an (X) in appropriate boxes.

<input type="checkbox"/>	Sitting	<input type="checkbox"/>	Climbing	<input type="checkbox"/>	Reaching Above
<input type="checkbox"/>	Standing	<input type="checkbox"/>	Kneeling	<input type="checkbox"/>	Reaching Out
<input type="checkbox"/>	Walking	<input type="checkbox"/>	Crouching	<input type="checkbox"/>	Reaching Below
<input type="checkbox"/>	Driving	<input type="checkbox"/>	Twisting		
<input type="checkbox"/>	Bending	<input type="checkbox"/>	Balancing		

C. Hand and Foot Manipulations

- Type an (X) in appropriate boxes.

Hand Manipulation		Foot Manipulation	
<input type="checkbox"/>	Simple Grasping	<input type="checkbox"/>	Foot Controls
<input type="checkbox"/>	Firm Grasping	<input type="checkbox"/>	Repeat Movement
<input type="checkbox"/>	Firm Manipulation	<input type="checkbox"/>	Use of leg
<input type="checkbox"/>	Pushing/Pulling		
<input type="checkbox"/>	Use of Hand		

D. Sensory Functions

- Type an (X) in appropriate boxes.

<input type="checkbox"/>	Far Vision	<input type="checkbox"/>	Depth Vision	<input type="checkbox"/>	Radio Communication
<input type="checkbox"/>	Near Vision	<input type="checkbox"/>	See Fine Details	<input type="checkbox"/>	Talking
<input type="checkbox"/>	Color Vision	<input type="checkbox"/>	Hear Normal Speech	<input type="checkbox"/>	Telephone

E. Environmental Conditions

- Type an (X) in appropriate boxes.

<input type="checkbox"/>	Chemical Agents	<input type="checkbox"/>	Heights	<input type="checkbox"/>	Hazardous or Moving Equipment
<input type="checkbox"/>	Dust, Fumes, Gases	<input type="checkbox"/>	Noisy Environment	<input type="checkbox"/>	Extremes in Temperature/Humidity

Verified by: _____

Date: _____

Attachment I
(Please include with the completed Position Description)
EXPOSURE CATEGORIES FOR OSHA

Exposure Determination:

Exposure (or potential exposure) to Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV) is defined in terms of actual (or potential) skin, mucous membrane, or parental contact with blood, body fluids, or tissues. Each position is categorized according to likelihood of exposure. Protective equipment shall be readily available. Employees shall be educated in the appropriate use of protective equipment according to their job classifications.

Category I. Tasks involving exposure to blood, body fluids, or tissues:

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks. All Category I tasks do not involve the same type or degree of risk and therefore all do not require the same kind or extent of protection. Specific combinations of clothing and equipment are tailored for specific tasks. Minimum levels of protection in most cases include use of appropriate gloves. If there is the potential for splashes, protective eyewear or face shields should be worn. If there is potential for clothing being soaked with blood, protective gowns or aprons should be worn.

Category II. Tasks that involve no exposure to blood, body fluids, or tissues, but employment may require performing unplanned Category I tasks:

The normal work routine involves no exposure to blood, body fluids, or tissues but exposure or potential exposure may be required as a condition of employment. Appropriate protective equipment (e.g., gloves, protective eyeglasses, masks, or gowns) will be readily available to every employee engaged in Category II tasks. Employees need not be wearing protective equipment but should be prepared to use appropriate protective garb on short notice.

All employees engaged in Category I and II exposure tasks are offered hepatitis B vaccine through Employee Health Services.

Category III. Tasks that involve no exposure to blood, body fluids, or tissues and Category I tasks are not a condition of employment:

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category III tasks.

If Category I and II tasks do not exist in the department, then no specific personal hygiene or protective measures are required. However, these employees should be aware of the risk factors associated with transmission of HBV and HIV so that they can recognize situations that pose increased potential for exposure and know how to avoid or minimize personal risk.