



T FORD COMPANY, INC.

ESTIMATOR/PROJECT MANAGER

North Shore based civil and environmental general contracting firm seeking a qualified and motivated individual to join our team as an ESTIMATOR /PROJECT MANAGER. T Ford Company, Inc. enjoys a 30 year history of thoughtful construction projects delivered to the complete satisfaction of their public and private clients. Craftsmanship, professionalism and team work are integral to our project delivery system.

This individual will work collaboratively to bid, manage and execute a wide range of projects including: heavy civil, environmental remediation, water control, alternative energy, environmental restoration and waterside/marine construction projects.

Job Duties

- Attend pre-Bid meetings and site inspections
- Prepare estimates for Public and private projects including quantity takeoffs and written technical proposals
- Obtain price quotes for materials and subcontract work
- Develop budget for labor and equipment
- Deliver Bids and attend public bid openings
- Manage projects including Buy-Out, Subcontract negotiations, Schedule preparation and updates, Submittal preparation, Change Orders, Budget/Job Cost Tracking, Communications, Meetings, Invoicing and project Close-out
- Prepare Submittals including Means and Methods of construction
- Assist Management in allocation and coordination of labor and equipment resources
- Prepare Health & Safety Plans for review by Safety Manager
- Conduct Safety Briefs
- Oversee Safety on Projects and report to Safety Manager
- Assist Management in Marketing and Business Development
- Attend Conferences and Seminars

Experience

- 3 - 5 years experience working in Construction for firms engaged in Heavy Civil and/or Environmental Remediation work with particular experience in earthwork. Must have experience in preparing estimates for bids, proposal preparation, Massachusetts Public Bid Statutes, Submittal and Shop Drawing preparation, Scheduling using Microsoft Project, Job Cost tracking and analysis, Change Order preparation and Invoicing. Field experience on earthwork projects is preferred.

Education

- BS in Civil Engineering from an accredited College or University

Successful candidate possesses strong communication and time management skills, likes variety, is self-motivated and enjoys a small company environment. Work day will include early morning site visits and occasional night meetings.

Compensation: Base salary commensurate with experience, plus performance based rewards. T Ford also offers a generous benefit package including medical and dental coverage and 401K options. Company truck and gas card are included.

Please visit www.tford.com for more information.

Candidates, please include the following:

- Resume - including references (professional, clients, subcontractors, vendors).
- Summary of project management: Heavy Civil Construction/Environmental Remediation.
- Listing of industry software packages candidate is proficient in (MS office, Autocad, Bluebeam, etc.).

Please apply to jack@tford.com.

T Ford is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.