

## WOHLSEN CONSTRUCTION COMPANY

### JOB DESCRIPTION

**Job Title: Special Projects Estimator & Project Manager**

**Job Reports To: SPG Manager**

**Exempt or Non-Exempt: Exempt**

#### **Job Summary:**

*In addition to other duties as assigned by the employer, the responsibilities of the Special Projects Project & Estimating Manager include the following:*

#### **Project Management**

- Prepares the project plan, sequence and schedule with collaboration of field personnel. Each project plan identifies the following:
  - The Project team required to perform the work.
  - A list of work tasks required and an estimate of the man hours for each task.
  - A schedule of events needed to ensure meeting the project milestone targets.
  - An estimate of manpower requirements, by classification, needed to complete the project on time.
- Prepares and issues project documents including progress reports, detailed project schedule updates, and financial/budget updates.
- Initiates periodic meetings and other forms of communication with project team members and/or customer as appropriate, to acquaint them with unresolved problems and to ensure an adequate degree of coordination as needed between disciplines.
- Regularly monitors project progress for adherence to schedule and man hour expenditures versus percent complete.
- Re-plan and make corrections/adjustments as required to maintain schedule; identifies cause, advises customer and negotiates changes in fee as appropriate.
- Monitors project scope for changes affecting budget and/or schedule; identifies cause, advises customer and negotiates changes in fee as appropriate.
- Keeps customer fully informed of progress on the project and of any significant technical problems/solutions and their effect on design and/or costs.
- Identifies and promotes solution to any problem which might impede progress of the project or adversely affect customer relations. This includes soliciting the help and personal involvement of management as appropriate in the solution of unusual technical problems encountered in the progress of work.
- Coordinates with Estimating department staff on the development of costs and time schedules. Also, assembles estimates including soliciting subcontractor quotations.

- Reviews with the Estimating department staff all plans, specifications, and reports relative to the project.

### **Estimating**

- Reviews drawings and specifications to determine quantities and to calculate pricing.
- Communicates, solicits and interacts with sub-contractors in various trades to obtain pricing for projects.
- Determines quantities of materials in various trades by using estimating department software: Quantity Take off, Timberline.
- Attends pre-bid meetings and site visits to assess the conditions of the site or existing building, as necessary.
- Solicits and receives bids, reviewing for scopes of work and pricing for completeness.
- Communicates with bidders for final overview and assures completeness of bid prior to inclusion in an estimate, bid or guaranteed maximum price (GMP).
- Reviews drawings and specifications for assigned portions of Preconstruction Projects to calculate budgets from schematic through final construction documents as assigned.
- Communicates with team members, bid captains, estimating manager and others as required, convening scopes, pricing, construction details, etc.
- Performs detailed take – off for most divisions and types of work required to construction conventional buildings, hospitals, senior care facilities, educational facilities, etc.
- Prices work as required to budget for most trades
- Prepares Takeoffs and prices self-perform work on assigned trades.
- Provides complete estimates on assigned trades.
- Leads estimates of increasing complexity and size from time to time.
- Develops strategies to pursue, estimate and win competitive bids.
- Develops and establishes ability to budget work without 100% of documentation to the point of developing ability to conceptually budget, visualize and plan a project.
- Engages in Value Engineering and Constructability review that would further develop into a presentation format.
- Develops estimate reports, estimate books, and other presentation materials.
- Attends kick-off meeting with Estimators, Project Manager and Superintendents.
- Participates in presentations to owners and architects as needed.

### **Marketing/Sales**

- Participates in contract negotiations and change in scope budgeting with the customer, as required, and ensures that all procedures governing the review and approval of contracts are followed before signing.
- Deliver project in a manner which creates a Raving Fan customer, creates customer loyalty, and results in referral letters.

### **Personnel**

- Maintains direct communication with field personnel concerning the capability of project teams and individuals assigned to the project. Assists in preparing project employee performance reviews.
- Encourages suggestions from and participation of all project members toward successful completion of the project.

### **Finance**

- Establishes initial man hour and expense budgets in coordination with Estimating department.
- Reviews all changes in scope or revisions to budgets and schedules with appropriate supervisor.
- Initiates billing process and reviews and approves all invoices prior to submittal to customer.
- Monitors time schedules and costs.
- Assists in the collection of delinquent or problem accounts.

### **Safety**

- Ensure safety is never compromised.
- Support Safety Committee participation, goals & objectives.

#### **Pre-Award Phase**

##### **Primary Responsibilities**

- Develop project safety program, if needed
- Meet with owners / clients as necessary to present Wohlsen's Safety Program upon request or as needed.

##### **Support Functions**

- Support precon or bid captain reviews of a prospective project to identify high hazard operations (ie unique rigging, confined space, environmental, fall hazards, etc) not typical to Wohlsen's expertise of work.
- Provide to precon or bid captain recommended methods, means and costs required to address unique hazards and comply with safety/hazard management contractual requirements.
- Consider subs' experience mod in subcontract award decision
- Review subs' experience mod with Safety Manager to determine any special safety requirements for subs & communicate to Contracts & Ins. Mgr. same for subcontractor.

#### **Post-award (and before construction) phase**

##### **Primary Responsibilities**

- Obtain from subs their experience mod and consider in subcontract award decision
- Provide subs' experience mod to Safety Manager to determine any special safety requirements for subs & to Contracts & Ins Mgr for database
- Lead analysis of high hazard/critical work and consider in subcontract award decision
- Develop project safety program, including any special training/certifications.
- Develop and communicate safety goals with the owner / client and subcontractors as needed.
- Assess and allocate resources for full implementation of safety program.
- Determine requirements of subcontractor safety programs and subcontract agreements, and communicate same to Contracts & Insurance Manager.

- Ensure subcontracts contain proper safety program provisions including hold harmless, waivers of subrogation, substance abuse testing, fall protection, housekeeping, etc.
- Contact subcontractors prior their start of work, concerning site safety requirements.
- Ensure subcontractors provide certificates of insurance that meet contractual requirements prior to mobilization. This responsibility may be delegated to the project engineer or an administrative position.

#### **Support Functions**

- Attend Project Kick-Off Meeting and be prepared to address project safety program, including required methods, staffing, and certifications/training.
- Begin pre-phase safety planning prior to initial construction activities.
- Ensure aid and other required safety supplies are ordered.
- Ensure project safety start-up materials are provided to Superintendent. (i.e. Safety manual, hazard communication program and MSDS's, OSHA postings, etc)
- Support job safety analysis with for initial construction activities to be used in conjunction with toolbox training sessions.

#### **Construction Phase**

##### **Primary Responsibilities**

- Review safety requirements in pre-installation planning sessions & obtain acknowledgement by sub(s) they will present same to their people involved with the job.
- At a minimum, for 1)every OSHA citation and recordable, onsite vehicular, builders risk, or general liability incident involving Wohlsen employees, subs, and primes within Wohlsen's safety responsibility, and 2)every offsite vehicular incident involving injury or a moving violation, the team or staff involved will present a report to an executive management team

##### **Support Functions**

- Ensure 100% implementation of safety program required for project.
- *New workers* on project are oriented to site specific safety program requirements and logistics.
- Continue pre-phase planning for new operations three weeks in advance of initiation.
- Continue daily inspections of work site to identify unsafe conditions and behavior, and the related disciplinary action process.
- Ensure timely investigation of all incidents of Wohlsen and other project contractor personnel & Safety Manager & Field Operations Manager.
- Support timely & proper investigation of each incident
- In addition to required reports to be filed, insure the Field Operations Manager, Safety Manager, VP Operations, and President are contacted to personally report any lost time accident that occurs to a worker on your job site.
- Follow all return-to-work guidelines and directions provided by HR and/or Safety Manager.
- Follow technical support, training, and regulatory guidance, provided by the Safety Manager.
- Ensure monthly site safety meeting with all job site contractors' employees is conducted.
- Ensure quarterly site safety walk with subcontractors' corporate safety person is conducted
- Ensure the safety program is carried out through final punch list period.

#### **Post-construction phase**

##### **Primary Responsibilities**

- Provide rating of subcontractor safety performance to home office personnel for future project consideration.

**Support Functions**

- Ensure all project records are in order regarding all safety-related activities.
- Ensure the safety program is carried out through closeout period.
- Perform an independent audit of the project safety program (start to finish)

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**MINIMUM SKILLS AND QUALIFICATIONS**

- B.S. degree in Construction technology, Engineering or other related discipline and 5 -10 years relevant experience.
- Past experience in construction project management with demonstrated ability to manage multiple projects with contract values of \$ 5 million and up.
- Functional experience in multiple disciplines including, project management, estimating, preconstruction services, and construction management.
- Functional experience in the sales and marketing process including making presentations to potential customers.
- Proven track record in Safety
- Ability to work additional hours as necessary to meet business plan objectives.
- Ability to travel as necessary.
- Physical & conceptual ability to review progress at construction sites.
- Ability & experience to make presentations.