



Project Manager/Estimator

Essential Functions:

- Collaborates with the project team members in the preconstruction efforts to ensure the accomplishment of the service objectives and a seamless transition into the construction phase.
- Attends the design and construction meetings and ensures all stakeholder needs are addressed. Prepares and distributes the meeting minutes to the Project Coordinator.
- Reviews architectural design and construction drawings and documents, specifications, finish samples, shop drawings, and schedules for compliance with general project integrity.
- Identifies and suggests solutions to design elements for value engineering
- Supervises assigned projects to continuously lead the pre-planning efforts to ensure all aspects of the project are addressed prior to mobilization and throughout the construction process resulting in professional project management.
- Coordinates with the Production Coordinator and Office/Financial Manager on project budget management, construction costs, and other financials resulting in the accomplishment of the project objectives and profitability.
- Monitors change orders and assess time impact associated; monitors associated above standard costs for projects
- Leads project team to establish project milestones by developing, managing, and tracking all design/construction issues and timelines and provides an accurate and concise briefing to the Project Coordinator.
- Focuses on quality control efforts to support the Quality Assurance and Efficiency program, which will ensure project quality objectives are completed.
- Ensures all parties are advised and kept aware of requirements and changes.



- Collaborates with the project team to complete all closeout efforts in a timely manner by archiving project information in accordance with company policies and procedures.

Minimum Requirements: Bachelor of Science in Construction Management or Engineering Equivalent programs of study. Similar experience/certification in Project Management will be considered.

Location: This position will be based in Santa Fe, NM, and will include working throughout Northern NM.

Salary Range: \$65,000 - \$85,000 per year depending on skills, certifications, and experience.