

Title: Project Manager/Estimator**Term: Permanent, Full-Time****Locations: Tulsa, OK****SUMMARY**

The Project Manager/Estimator is accountable and responsible for all aspects of a project from initiation through to completion and closeout. This role is responsible for the preparation of responses to Requests for Proposals and Tenders, managing resources, ensuring scheduled timelines and budgets are met, ensuring the work is undertaken in a quality manner and consistent with the contract documents, developing work methodologies, cost estimates, resource plans and construction schedules and establishing professional relationships internally and externally with subcontractor and client representatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of the project, from initiation to completion;
- Manage full project scope: estimating, project planning, scheduling, logistics, quality control, subcontractors and project staffing levels;
- Control project costs, financial forecasting and cash management;
- Manage and report on project resource plans for labour and equipment;
- Provide management support and oversight to project Safety, Environment and Quality functions;
- Initiate and participate in discussions and meetings with subcontractors, vendors, customers and management;
- Review and provide input on project schedule and scheduling constraints and how they impact cost;
- Serve as primary point of contact with client regarding coordination, strategic planning, scope management, design issues, budget finances, subcontracting, etc.;
- Develop and implement project policies and procedures, establish project control systems and implement project execution plans;
- Work with the project team to confirm deliverables and services are being provided to client's satisfaction;
- Report regularly on progress, cost and schedule metrics, procurement issues, safety or environmental concerns, design questions, potential impacts and any issues requiring support;
- Resolve operational issues and implement interventions to minimize delays and escalate to management as needed;
- Complete project estimates for small to large-scale substations/line construction projects;
- Analyze and comprehend job documents including Requests For Quotations (RFQ), Requests For Information (RFI), Requests for Proposal (RFP) and Prequalification's;
- Develop successful bid strategies, including the review of construction documents;
- Submit bid information and participate in pre-project planning activities;
- Prepare cost analysis for labour, equipment and materials for self-performed work;
- Analyze and comprehend plan sets and construction drawings;
- Develop and estimate quantities, extensions and estimate metrics;
- Solicit and evaluate subcontractor pricing and quotations;
- Provide complete estimates for team review;
- Develop responses to technical questions within submissions;
- Recommend cost saving strategies when appropriate;
- Manage the overall site safety program;
- Manage compliance with the approved contract documents;

- Maintain excellent relationships with all stakeholders;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Highly organized, fast learner and able to follow instructions;
- Strong interpersonal skills required to facilitate and build professional relationships;
- Demonstrated leadership skills with the ability to take-on additional short and mid-term responsibilities;
- Strong interest in project estimation, scheduling, resourcing, execution and analysis;
- Demonstrated ability to complete technical writing narratives an asset;
- Strong organizational and time management skills;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem-solving skills;
- Valid Driver's License is required, as this position requires driving and site visits;
- Ability to travel to and work at project locations in other states as required.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Relevant University Degree or Technologist Diploma (Mechanical, Civil or Electrical Engineering or Construction Management) or a combination of related experience and education;
- 5 plus years of industry related experience; or
- Journeyman Lineman Trade Qualification coupled with 10 plus years of industry related experience;
- Minimum 2 years experience estimating high voltage construction projects including utility, substation, and transmission;
- Direct experience leading and managing a team on construction projects;
- Project Management Professional (PMP) designation or professional experience equivalency;
- Pre-contract experience (bid management, tender coordination, estimating);
- High Proficiency with computer applications, including Microsoft Office suite, and computer-based scheduling and tracking software such as Primavera P6 and MS Project an asset;
- Previous experience with estimating software considered an asset;
- Previous work experience with OH Transmission, Underbuild Distribution and Substation an asset;
- Previous work experience in a unionized environment an asset.

WORKING ENVIRONMENT

- Site location will be dependent on project location and will change from project to project;
- Fast-paced, tight deadlines and high work volume;
- Extended work hours per day and work shifts as project requirements dictate.

HOW TO APPLY

If you are looking for an exciting career with a fast growing, progressive company, please email your resume to careers@rokpowerservices.com or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.