

Senior Estimator/ Project Manager

SMI Services, LLC.- Environmental Site Management – Bowie, Maryland Office

Project Manager

SMI Services, LLC. is committed to being a leader in providing E&S Controls, Stormwater & Site Development Services to the MD, DC, VA, DE, and PA regions. Quality workmanship, customer satisfaction, workplace safety and commitment to our customer is our recipe for success. We are currently looking for an experienced Project Manager to join our team.

Summary: This is an opportunity to help advance the course for an established, successful company. The ideal candidate will have experience in managing projects, involving all aspects of Highway, Commercial and Residential construction. This company offers a competitive salary and an excellent benefits package.

Duties and Responsibilities:

- Coordinate with field personnel for work implementation and schedule.
- Execute and track change orders for additional work.
- Review daily field tickets to determine pricing and assist with invoicing.
- Coordinate to set up vendor/ suppliers for material acquisition.
- Maintain contract logs and project/customer contact database.
- Enforce site safety protocol.
- Supervise project close out activities.
- Foster and enhance business relationships with Owners, the design team, and subcontractors to ensure future business opportunities.

Qualifications:

- Preferred Bachelors Degree in Estimating or Civil Engineering.
- Minimum of 3-5 years Project Management experience
- Thorough knowledge of construction cost, scheduling and estimating.
- Must be motivated, self-starter who can work without supervision.
- Ability to read, understand and interpret contract documents, drawings, specifications, scopes of work and project schedules.
- Proven written and verbal communication abilities, proficiency in computer applications.
- Superior communication and interpersonal skills required.
- Attention to detail with emphasis on quality control.

Benefits:

- Paid Vacation and Sick Time, Paid Holidays, Health/Dental/Vision Insurance, 401k plan
- Pay will Commensurate with experience

Please email resume to pking@smicompanies.net