

Estimator I

Leading commercial masonry/facade contractor in Washington DC metropolitan region seeks ESTIMATOR with minimum three (3) years estimating experience in Division 4 and/or related Division 3 through 7 trades. Restoration experience a plus. Work location in Manassas VA office Monday through Friday. Growth opportunity with dynamic, multiple services trade contractor for right candidate. Salary commensurate with qualifications and experience. Medical and retirement benefits.

Forward cover letter and resume to: admin@calvertmasonry.com.

Estimator II

The right person will have demonstrated prior experience and expertise in construction estimating (hard bid and developmental) and is prepared to handle multiple and more complex assignments with minimal oversight. Ideally this candidate will also demonstrate growth potential for advancement into a senior role. Specific responsibilities and requirements include:

- Perform detailed and accurate quantity surveys.
- Quickly develop and maintain proficiency with custom estimating software.
- Develop recognition of access restrictions and site/sequence constraints that impact our work.
- Effectively communicate, written and orally, with clients and vendors, including detailed documentation for issues impacting scope, price, and schedule.
- Insure that bid folder and records are organized.
- Evaluate and price scaffold and equipment requirements.
- Evaluate production and price factors utilizing a combination of historical data, project conditions and market/client factors.
- Follow-up and tracking of bids and projects for opportunities to pursue further.
- Effective post-bid handoff and transition to Project Management, including long lead item purchase and support as required.
- Effectively network and participate in industry associations to maintain relationships with existing clients and establish potential new business relationships.
- Perform other support tasks and roles for company operations as needed (e.g. major equipment purchases/rentals, pursue tier-subcontractors).
- Assist in development and oversight of staff estimating personnel.

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Project Manager I

Leading commercial masonry/facade contractor in Washington DC metropolitan region seeks PROJECT MANAGER with minimum three (3) years project management experience in Division 4 and/or related Division 3 through 7 trades. Restoration experience a plus. Work location based out of Manassas VA office with visits to jobsites. Growth opportunity with dynamic, multiple services trade contractor for right candidate. Salary commensurate with qualifications and experience. Medical and retirement benefits.

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Project Manager II

Project Manager II will be assigned their own project(s) of increasing size and complexity, with some oversight from a Vice President and/or Senior Project Manager, but with more expectation to handle and make positive decisions in resolving project issues. While this position may get some administrative support, he/she is expected to be primarily self-sufficient. Specific requirements include:

- Prepare submittals compliant with contract documents and details, including deviations favorable and/or necessary for masonry; diligently pursue approvals in advance of schedule needs.
- Thoroughly review contract drawings and prepare Requests for Information to resolve conflicts and areas that lack detail, and post responses on Calvert drawing sets.
- Review General Contractor generated RFI's for changes to contract and post information as applicable.
- Obtain coordination information from General Contractor and other trades to ensure proper interface with masonry work, post pertinent information for field use, and periodically communicates with foreman, General Contractor, and other subs to minimize conflicts.
- Monitor quality and productivity through regular jobsite visits and pursue timely resolution with job foreman and superintendent.
- Generate, maintain, and distribute project control logs and reports, inclusive of submittal register, RFI and change logs, production, and monthly reports.
- Quantify project material requirements by way of independent take-offs and/or estimate reports as required; pursue pricing from multiple sources and negotiates most favorable pricing using historical data and economies of scale; prepare purchase order documents and place orders in advance of project needs.
- Review and process invoices timely for Accounts Payable action, including jobsite review of tier- subcontractors' progress, and resolution of delivery and price discrepancies with material suppliers.
- Prepare billing Schedule of Values and progress billings favorable to cash flow needs, and diligently pursue approvals and outstanding payments.
- Assist foreman and superintendent at jobsite as necessary for layout and inventory reconciliation, and for explanation of details, plan changes and material orders.
- Report and follow-up for any observed safety concerns (e.g., fall protection, scaffold stability, equipment audio/visual warning devices) during site visits.
- Monitor masonry schedule and sequencing for compliance with project schedule and for profitable manpower and equipment levels; identify and address General Contractor and other trades' progress or actions that adversely impact Calvert's progress and work.
- Identify and provide timely notice of changed conditions affecting Calvert's price and time of performance; quantify and price changes timely with all job factors and conditions taken into consideration, and diligently pursue negotiation and signed change orders for payment.
- Bring issues to prompt resolution; prepare necessary information for corporate officer to resolve at next level if required.
- Prepare area quantity and manpower estimates as required for field use and production/schedule tracking.
- Perform specific operational task assignments at discretion of Vice President/President.

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