



Visit us at
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CAREERS



Current Openings: Metal Stud and Drywall

Drywall Estimator/PM

Description

The Estimator will effectively handle all aspects of the bid process from organization and clarification of bid documents (Plans, Schedules, Specifications, Request's for Proposal) to preparation of a written proposal. This process will involve accurate quantity takeoffs in a format that allows application of production rates to determine labor costs, estimated material costs and equipment costs. The Estimator must have the technical knowledge of building code standards and construction methods unique to our trades.

Quantity Takeoff Requirements

- Organize bid documents in a way that improves or is consistent with other Dallman Drywall bids. Review plans and specifications for completeness and resolve ambiguities prior to submitting a proposal or clarify intent within the framework of our proposal.
- Organize the quantity takeoff in a way that allows other estimators and project managers to readily understand the components of estimated costs.
- Organize the quantity takeoff to meet the customers need for specific cost data by area or building component.
- Provide accurate and complete quantity takeoffs in a format that facilitates application/identification of labor, material and equipment costs.

Estimating Assumptions Requirements

- Understand labor production rates unique to our trades. Update this knowledge base by continual review of on-going or completed work. Work with project managers to facilitate securing this information from job costs.
- Understand scheduling, sequencing and safety issues that may impact costs.

- Reasonably account for these issues in estimate.
- Review manpower requirements and critical labor production rates with the construction manager/contractor.
- Contact Operations Manager/General Superintendent prior to submitting proposal.
- Secure quotations from material suppliers, subcontractors and consulting engineers that support estimated costs.
- Understand building code issues unique to our trades. Insure that our estimate is in compliance with codes even if bid documents do not support this compliance.
- Understand construction techniques that support the quality of our work required by the project.
- Understand alternative construction materials or methods that may result in value-engineering of project to achieve a competitive advantage in price, quality or schedule.

Bid Processes Requirements

- Facilitate the review of contractual issues with management during the bid process.
- Facilitate the review of insurance requirements with consultants and/or insurance carriers during the bid process.
- Effectively manage the bid process to provide a timely review and confirmation of estimating assumptions with others.
- Provide a written proposal consistent with other Dallman Drywall bid proposals and the needs of our Customer.
- Be prepared to provide an effective verbal presentation of the proposal. Know the job, know the products and know how to build it.

Post Award Requirements

- Upon contract award, verify that contract price, scope of work and conditions in Subcontract are consistent with final negotiated proposal.
- Upon contract award, facilitate and manage the turnover meeting to Project Management.
- Assist Project Management in the development of an effective Job Cost Budget.
- Assist Project Management with material and subcontractor buyouts on an as needed basis.
- Assist Project Management with Change-Orders on an as needed basis.
- Be an active participant in monitoring the progress of the Project. Review the weekly Job Cost and participate in periodic site visits to confirm that construction complies with estimating assumptions.
- Assist Project Management with all post-mortem reviews.

Other Objectives

- Continue to investigate new products or equipment that enhance the company's knowledge base and performance.
- Maintain good communication/relationships with estimating and office staffs of our customers.
- Participate in Quality Improvement initiatives as requested by Operations Manager.
- Continue to utilize advanced technologies that improve our bid processes and bid presentations to customers.
- At all times perform as an effective Team Member to achieve the Company goals as to quality, profitability, safety, training and customer satisfaction.

Experience

The Estimator will have experience using a PC and is skilled with Microsoft Excel, Microsoft Word, Oncenter Onscreen Takeoff and Quick Bid Estimating. This position should have a minimum of 2 to 5 years of experience working as a project manager or estimating assistant.

Education

The Estimator will have completed a 4-year construction management and / or construction technology program or equivalent technical training and related experience. *Requirement may be dependent upon applicant.

Specialized Skill and Knowledge

The Estimator is required to have technical competence and advanced knowledge of construction methods to effectively plan, organize, coordinate, problem solve and make appropriate decisions related to the project specific costs. This position will need communication or interpersonal skills required to liaison between inter-company departments and customer.

Resumes may be submitted by email to info@dallmandrywall.com