



Duran & Venables, Inc. is a premier General Engineering Contractor that specializes in earthwork and asphalt paving. We currently have a position available for a **Senior Estimator / Project Manager** in our Milpitas, CA office.

Position Description: This opportunity is for a full-time **Senior Estimator / Project Manager** position to join our management team working with our project managers, superintendents, foremen, and office staff to ensure successful projects for both our customer and our company.

Preferred Education: Bachelor’s degree in Civil Engineering, Construction Management, or extensive project management and estimating experience in grading and paving

Specific responsibilities include: responsible for the preparation of bid proposals including review of project drawings, specifications, and soils report; coordinate with the take-off staff to ensure required quantities are determined; solicit quotations from subcontractors, vendors, and truckers; determine most economical way to build the project and prepare estimate by determining labor, equipment, material, trucking, and subcontractor costs for the various project tasks using our estimating program, SharpeSoft; prepare scope letter and proposal for presentation to customers for private work or work as a subcontractor and complete bid documents for public works bid as a prime contractor; confer with other estimators, project managers, and field personnel for input as need during bid preparation; develop relationships with new customers and strengthen relationships with existing customers; project manage awarded projects by managing the overall project including preparation of project schedules, correspondence, pay applications, subcontracts, and purchase orders; monitoring, tracking, and collecting payment for T&M and lump change orders; performing job cost review and forecasts; negotiating with customers, subcontractors, and vendors; ensure project safety.

Experience: 7 – 10 years experience in the civil construction industry with experience as a an estimator and project manager. The candidate must be able to multitask and shift gears quickly as needed.

Preferred Technical Skills: Microsoft Word, Excel, and Project; SharpeSoft Estimator (or similar program)

Personal Abilities: The candidate shall have solid mathematical and written and oral communication skills and be able to effectively work with customers, subcontractors, vendors, co-workers, engineers and architects, utility companys, and government agencies.

Compensation: D&V offers competitive salary, performance bonus, 401(k) and profit sharing plan, company vehicle, paid time off, full medical, dental, vision, and long term disability plans, and a fun and rewarding work environment

More information on our company can be found on our website at www.duran-venables.com

DURAN & VENABLES, INCORPORATED