



Seals Construction Inc.

10288 Busey Road • Canal Winchester, Ohio 43110

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www.sealscoinc.com

"We are an Equal Opportunity Employer"

Seals Construction Inc. is located in Canal Winchester, Ohio. We have been around for 25 years as an equal opportunity employer and drug free workplace. We are a full service site development organization specializing as a Sanitary, Storm and Utilities contractor. The current position that we are seeking is a qualified full-time Estimator with experience in dirt, utility work, site excavation and demolition.

Job Responsibilities:

- Estimating and Take offs for Dirt/Water/Sewer and Sanitary work.
- Establish and cultivate a working relationship with the customer
- Solicit subcontractor and material bids
- Review successful bids during handoff meeting to Project Managers
- Review subcontract bids for completeness, revise as necessary and negotiate best possible contract with subcontractors and material suppliers
- Earn the Confidence of the Owner try to quickly ascertain their requirements for a complete bid
- Distribution of plans and specifications
- Issue Purchase Orders for necessary materials
- Maintain project budget and accurate supplier pricing
- Participate in pre-construction meetings with appropriate parties
- Participate in periodic job meetings during construction with appropriate parties
- Oversee Superintendent, assist with job specific procedures and adjust progress as necessary to insure timely completion of project
- Ensure that both Company and client objectives are being met
- Assist in the coordination and expediting necessary to ensure proper and timely delivery of shop drawings and submittals, construction materials, change orders, pricing and related approvals
- Participate in the review of contractor and material supplier invoices, company invoices, change order pricing information, drawings and submittals.
- Assist in the maintenance of positive working relationships with subcontractors, customer material suppliers and other internal and external individuals having an interest in the success of the project.
- Maintain and update computerized project schedules.
- Assure that the estimates, including general conditions, are accurate, complete and reflect the actual requirements of the project
- Collaborate with owner, architect and civil engineer to provide additional information as required

Software:

- B2W Software • Foundation • Microsoft Office Suite

We offer a competitive Benefits package that includes:

- Medical, Dental and Vision • Paid Time Off • 401K/Profit Sharing •

Experience in excavation and utility estimation in a subcontractor environment is a must.