

**Position:** Chief Estimator

**Location:** Chestnut Ridge, NY

**Availability:** Immediate opening for full-time position

## Company Background

JT Cleary, Inc. is a leading marine construction and dredging company in the Greater New York City area. Founded in 1995, the company established a reputation for excellence and has grown steadily, developing loyal customers throughout the Mid-Atlantic and Northeast. Currently, JT Cleary is expanding its operations, adding more and larger projects to its existing backlog of contracts, as well as growing its dredging division. The corporate office is in Chestnut Ridge, NY, in the metro New York City area, with easy access to the tri-state area. Visit [www.jtcleary.com](http://www.jtcleary.com).

## Job Description

The Chief Estimator reports to the COO and will be responsible for managing the estimating department, as well as producing estimates for marine construction projects using HCSS. Responsibilities include:

- Review, interpret, and accurately estimate scope of work as described in the project bid documents, including engineering plans and specifications
- Execute quantity take-offs
- Develop a project schedule and sequencing of tasks
- Gather data on materials, equipment, utilities and manpower required for a given project
- Adjust for economic conditions and evaluate risk
- Perform cost analysis
- Price work items as self-performed work
- Request, manage, and analyze subcontractor bids and vendor quotes
- Verify accuracy of vendors' scope and quantities
- Prepare estimates for internal review and for external clients
- Maintain the bid software database
- Attend pre-bid site visits or meetings
- Assist with change-order estimating, as needed
- Supervise and mentor junior estimators

## Qualifications

- Must have 10+ years' experience in marine and/or heavy civil construction estimating.
- Must have extensive experience estimating construction bids in excess of \$10-20 million.
- Proficiency in HCSS estimating software required.
- Knowledge of Sage/Timberline software a plus.
- Strong interpersonal, leadership, and verbal/written communication skills are required.

- Must be able to manage several estimating projects at once.
- Ability to obtain a Transportation Worker Identification Credential (TWIC)
- BS degree in Construction Management, Civil Engineering or a related discipline is preferred.

**Travel:** Local

**Relocation:** Commensurate with experience and qualifications

***JT Cleary is an equal opportunity employer.***