



4636 E. University Drive Suite #150 Phoenix, Arizona 85034

## Heavy Civil Construction Estimator

**Department:** Office/ Civil Construction  
**Job Status:** Full Time/Weather Dependent  
**FLSA Status:** Exempt  
**Reports To:** TBD  
**Grade/Level:** \$100,000.00-\$125,000.00 DOE  
**Amount of Travel Required:** TBD  
**Positions Supervised:** Estimators

### Work Schedule

Monday through Friday, and some Saturdays. 7:00am to 5:30pm, hours & days can vary based upon Owner/GC requirements and workload.

### Benefits

401(k) Retirement plan  
401(k) matching  
Dental insurance  
Health insurance  
Health savings account  
Life insurance  
Vision insurance  
Paid time off

### S & S Paving & Construction Overview

S & S Paving & Construction is a Phoenix-based civil construction contractor specializing in paving, earthwork, site concrete, and construction management services across Arizona. The company has built a reputation for delivering high-quality roadway, asphalt, and infrastructure projects for municipal, commercial, and residential clients.

### POSITION SUMMARY

Applicants MUST have five years' experience with an emphasis on Civil Construction. Experience with Heavy Bid, and Bluebeam is preferred, but not required if applicant has strong estimating background. Knowledge of activities concerned with Heavy Civil Construction projects including aggregate base course, asphalt paving of roadways, commercial parking lots and other surface maintenance activities. Actively participate in the conceptual development of a construction project from start to finish and oversee its organization, scheduling, budgeting, and implementation.



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S&S Paving performs work for a wide range of entities including Federal, State, Local Municipalities, privately owned and joint venture projects.

Applicant must be self-motivated and able to perform numerous aspects including takeoffs, site visits, gathering quotes, working with subcontractors, managing multiple estimates, and coordinating with other S&S divisions and personnel for projects.

### **ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Study job specifications and evaluate construction methods to determine cost impacts for estimates.
- Perform digital and/or plan takeoffs for project quantities and scopes.
- Contact vendors, suppliers, and subcontractors for quotes.
- Accurately forecasts costs of earthwork and utility scopes for proposals.
- Site visits and job walks as necessary for estimating
- Interpret and explain costs and budgets to project management and field personnel as needed during construction.
- Strive for excellence in every estimate to achieve optimal results and goals.
- Possess an ownership attitude and be willing to grow and mentor other team members.

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

### **POSITION QUALIFICATIONS**

#### **Competency Statement(s)**

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Working Under Pressure - Ability to complete assigned tasks in stressful situations.



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**SKILLS & ABILITIES**

**Education:** Civil Engineering or Civil Construction Management degree preferred but not required.

**Experience:** 5 years’ experience in Estimating, utilizing industry relevant estimating software.

**Requirements:** Must be familiar with Microsoft office, B2W estimate and track, Aztek takeoff, Bluebeam, saving and input of data.

**Computer Skills:** Must be familiar with Microsoft office, B2W estimate or Heavy Bid, Aztek takeoff, Bluebeam, saving and inputting of data.

Certificates & Licenses: N/A

**Other Requirements:** Clean Driving record and the ability to pass a background investigation, and drug screening. Able to access State & Federal Facilities

**PHYSICAL DEMANDS**

		Lift/Carry	
Stand	C (Constantly)	10 lbs. or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs.	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs.	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs.	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs.	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	O (Occasionally)	12 lbs. or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs.	O (Occasionally)
Squat or kneel	O (Occasionally)	26-40 lbs.	O (Occasionally)
Bend	F (Frequently)	41-100 lbs.	O (Occasionally)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)



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**C (Constantly)**      **Occupation requires this activity more than 66% of the time (5.5+ hrs./day)**

#### **OTHER PHYSICAL REQUIREMENTS**

Ability to wear Personal Protective Equipment (PPE) (hard hat, eye & ear protection, safety vest, gloves, dust mask or respirator, fall protection gear, etc.).

#### **WORK ENVIRONMENT**

Outdoor with varying weather conditions as well as office environments

**We are an Equal Opportunity Employer and an E-Verify Participating Employer.**

Reasonable Accommodations Statement: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.