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Project Engineer/Estimator

Green Bay, WI

Absolute Concrete LLC is a leading provider of high-quality concrete construction services. With a reputation for excellence and a commitment to delivering projects on time and within budget, we are seeking a dedicated and detail-oriented Project Engineer/Estimator to join our team. As a key member of our project management team, you will play a crucial role in ensuring the successful planning, execution, and completion of our projects.

Job Description:

We are seeking a highly skilled Project Engineer/Estimator to join our team. This role involves accurately estimating project costs, managing project schedules, and coordinating with various stakeholders to ensure the successful delivery of our projects. The Project Engineer/Estimator will support field activities and spend most of their time working with the Project Manager on multiple projects. Key responsibilities include managing the job transition process and supporting the management of cost and schedule, constructability, technical evaluations, quality, safety, work planning, procurement, contract management, and regulatory compliance. The ideal candidate will have a strong background in construction engineering, excellent analytical skills, and a proven ability to work collaboratively in a fast-paced environment.

Key Responsibilities:

- Prepare detailed project estimates, including material, labor, and equipment costs.
- Develop project schedules and timelines, ensuring adherence to project milestones.
- Coordinate with clients, contractors, and suppliers to gather necessary information and negotiate contracts.
- Conduct risk assessments and develop mitigation strategies to address potential project challenges.
- Monitor project progress and adjust as needed to stay on schedule and within budget.
- Prepare and present project reports to management and stakeholders.
- Ensure compliance with all relevant regulations and industry standards.
- Generates and obtains approvals for monthly billing, earned values, initial budgets, and major purchase orders.
- Develops and manages project schedules for small to mid-sized projects.
- Analyzes targets, goals, job cost summaries, and other reports; informs Project Manager.
- Alerts Superintendent and Project Manager about resource management impacts.
- Estimates change orders and interfaces with pre-construction on bids.
- Manages job transition, procurement plans, and material quantity take-offs.
- Solicits and reviews quotations; recommends procurement decisions.
- Prepares field purchase orders and participates in financial reviews.
- Approves and codes project invoices; generates technical records.

- Coordinates as-built records and manages work package closure.
- Collects documentation for contract changes, disputes, and claims.
- Ensures subcontractor compliance and generates impact notices.
- Reviews compliance reports and informs Project Manager.

Qualifications:

- Bachelor's degree in Civil Engineering, Construction Management or an equivalent combination of education, training and experience.
- Proficiency in Microsoft software programs such as Word, Excel, and PowerPoint
- Strong analytical and problem-solving skills.
- Ability to write reports, business correspondence, and procedures.
- Excellent communication and negotiation abilities.
- Proficiency in project management software and tools.
- Ability to work independently and as part of a team.
- Detail-oriented with a strong attention to accuracy and precision.

Benefits

- Paid time off – including holidays and paid vacation
- Employee discounts
- On the job training and certifications
- Flexible Schedules
- Above industry standard pay
- Per diem
- Health, Dental, Vision and Accident Insurance
- 401K with company match

Absolute Concrete is dedicated to fostering workplace diversity and promoting equal opportunity employment. We welcome and consider all applicants without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics. As an Equal Opportunity and Affirmative Action employer, we are committed to creating an inclusive environment where everyone has the opportunity to thrive.

If you're a top-quality, hardworking and passionate person, apply today by filling out the application form at www.absoluteconcretellc.com/absolute-concrete-careers or submit your resume to HR@absoluteconcretellc.com.