



Masonry – Estimator/Project Manager

Title	Estimator/Project Manager
Division	MR Mason Operations
Office Location(s)	East Peoria
Offices Supported	ALL
Reports To	Division General Manager
Direct Reports	N/A

Summary:

In this role you will utilize your skill set and departmental systems to complete estimates, budgets, proposals, and project management as necessary to provide a valued service to our clients. In this role you will not only be responsible for preparing the necessary information but presenting it and speaking to it in multiple capacities. This position serves in a division wide capacity; as such, this position will support the team to develop client relationships, develop project leads, coordinate field staff, and streamline client engagement.

Key Functions:

- **Estimating/Proposals:** Manage aspects of projects pursuit process, including quantity takeoff and proposals for our scope of work. In coordination with the New Work & Pursuits team, assist in preparing conceptual budgets, and milestone budgets for CM and alternative delivery projects.
- **Project Management:** This role will consistently contribute to a highly functioning team dynamic while working collaboratively with the General Manager and Field Personnel to prepare execution and coordination plans.
- **Team Structure:** In addition to working with the General Manager you will be expected to work collaboratively with the office and the field to help complete a successful project for our clients. Developing and maintaining relationships with clients, design firms, contractors, and suppliers will be expected in this role.

M R Mason Contractor

P. O. Box 1428
Peoria, IL 61655-1428
Phone: 309.698.0035
Fax: 309.698.0584

Talent Manager Approved: B. Larson

Last updated: 1.2023





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- **Innovation & Technology:** Comfortable in utilizing and implementing technology to maintain accurate cost and resource data. Utilize the latest technology with the expectations of finding efficiencies to improve communication, document control, and quality. Work with the onsite Client Representatives to coordinate project details while ensuring superior quality in addition working collaboratively with the onsite construction superintendents, any Project Managers, and the skilled trades.
 - Proficiency with all MS Office products (Word, Excel, Access, PowerPoint)
- **Operations:** Resolve field construction problems in coordination with any other onsite trades. Attend progress meetings, develop status reports, and deliver presentations, as required to then make recommended policy and procedure improvements. Work to resolve issues, suggest ways to mitigate impacts, and develop solutions while maintaining project schedules, budgets, and quality expectations. Ensure consistent documentation during project completion: Bluebeam, Submittals, Notevault, daily reports/photos, etc. All to be managed, lead, and maintained while meeting all MR Mason safety expectations and standards.

Qualifications:

- 0 – 10 years' construction experience
 - Masonry experience preferred
- 4-year degree preferred
 - Construction Management, Engineering, Architecture, or Similar Field is ideal
- Strong organization skills, good time management, professionalism, and ability to work well with others. Sense of selflessness / humility / enterprise first mentality, emotional and social intelligence.
- Certifications/Licenses required = none
- General office conditions for day-to-day work in conjunction with ability to work with occasional exposure to dirty and dusty conditions and extremes of weather.





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Benefits:

- Employer paid Medical & Dental Benefits
 - Elective benefits available also: Vision, FSA/HSA, additional Life
 - Company provided laptop, cell phone, and vehicle (or equivalent vehicle allowance)
 - 401k with company match
 - Vacation, Paid Holidays, and PTO
 - Annual company performance bonuses
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This job description in no way states or implies that these are the only duties to be performed by the associate(s) incumbent in this position. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification as necessitated by business demands. To perform this job successfully, the incumbent(s) will possess the knowledge, skills, and abilities to perform each job duty proficiently. The requirements listed in the document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

MR Mason is an Equal Opportunity Employer. MR does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

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