**Job description**

**COURTNEY, INC. (www.courtneyinc.com) ROOFING & WATERPROOFING COMMERCIAL CONSTRUCTION COMPANY is a leader in its industry for 30+ years contracting large commercial projects in Northern California (Bay Area), Southern California (Los Angeles, Orange County, San Diego, etc.) & Nevada (Las Vegas). We are looking to hire a highly motivated and experienced Estimator/Project Manager to our Livermore team. Pay will be based on experience.**

Job Qualifications/Responsibilities:

* Bachelor's degree in Building Construction, Construction Management, Civil Engineering, or Architecture preferred.
* 5+ years of experience in project management within commercial construction industry.
* Comfortable reading and understanding plans, blueprints, drawings, and specifications.
* Ability to budget, schedule, negotiate, and control costs.
* High degree of familiarity with contract and subcontract documents, terms, and conditions.
* Experience with commercial negotiations and public bids.
* Obtain necessary permits, approvals, and other regulatory prerequisites.
* Formulate change order estimates.
* Review pre-bid estimates and manage projects with Superintendent.
* Communicate with trade partners and team members regarding new and current projects.
* Draft and submit budget based on scope of work and resource requirements.
* Performs quantity take-offs to gather information for bids.

Job Type: Full-time

Salary: $120,000.00 - $150,000.00 per year

Benefits:

* 401(k)
* 401(k) 3% Match
* Dental insurance
* Health insurance
* Paid time off
* Vision insurance

Compensation package:

* Bonus opportunities

Schedule:

* Monday to Friday

Work Location: In person