**Reports To:** TBD

**Hours:**  Monday – Friday / 7:00 a.m. – 5:00 p.m.

**SUMMARY**

The Construction Cost Engineer is a vital part of the management team and will be responsible for the profitability and success of projects. This position will assisting in creating estimates for heavy civil oilfield construction projects, track costs and quantities against budgets, prepare takeoffs, review plans and specs, schedule resources, assist superintendents, coordinate with subcontractors, and prepare and review billings.

**DUTIES**

* Perform all operations using safety best methods, other operating best methods, and in compliance company safety policies and practices
* Assist in bid preparation
* Bill out jobs and work with accounting to create invoices
* Utility One Calls
* Establish new customers using business development methods
* Help to maintain owner, engineer, subcontractor, and vendor relations
* Assist the General Manager in construction projects through communications with the superintendents and foremen to ensure quality projects are built on time and on budget
* Establish, implement, and monitor administrative procedures for the projects.
* Prepare budget and financial reporting to present to management.
* Maintain prime contract and subcontract documents.
* Ensure applications for payment and collection are properly prepared and submitted on time
* Keep management informed on progress of project and budget.
* Supervise completion of punch list and follow up all warranty work
* Perform additional duties as requested by management
* Establish subcontractors for the projects, write and issue subcontracts.

**REQUIREMENTS**

* Bachelors Degree in Engineering, Accounting, Business, Construction Management, or equivalent training
* Knowledge of heavy civil construction and/or oilfield services preferred.
* Demonstrated proficiency in managing execution of multiple projects leading to high quality results and timely completion within budget
* Strong communication, proactive problem solving, and interpersonal skills
* Demonstrated ability to work effectively in dynamic, changing circumstances
* Strong computer skills and proficiency in Microsoft Office applications; experience with Heavy Job/Heavy Bid or similar accounting and estimating software, Microsoft Project, or other project/construction software preferred
* Trimble, Business Center and take off software is a plus
* Physical ability to safely function in/around a construction worksite and kneel crouch, bend, and reach with hands/arms

**Standard Requirements**

* Demonstrated commitment to safety as expressed in JMAC Energy Services corporate value *People First, Safety Always*
* Valid US issued driver’s license with a good driving record
* Ability to pass background and drug and alcohol tests
* Availability to work long hours, including nights, weekends, and holidays as required
* Ability to work safely in all types of weather
* Timely and regular attendance is an expectation of performance for all JMAC Energy Services employees. Employees will be held accountable for adhering to their workplace schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
* Ability to speak effectively, in English, to customers or employees of organization.
* Ability to work independently and in a group or team environment
* The employee must have the ability to lift and/or move more than 25 pounds
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.
* Specific vision abilities required by this job include distance vision, peripheral vision, and depth perception.

**EMPLOYEE ACKNOWLEDGEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Acknowledge Review of This  *(Employee’s Name - PRINT Name)*

Job Description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_