



Job Title: Electrical Estimator/ Project Manager	Salary: DOE, Full Time/Benefit Eligible
Location: Kansas City	Travel: 35%

Position Overview:

Infinite Energy Construction is looking for an Electrical Estimator/Project Manager to join our Kansas City team. This position is responsible for creating timely responsive electrical estimating and managing electrical projects.

Essential Job Functions:

- Create timely electrical estimates for proposals
 - Establish and maintain relationships with vendors and subcontractors to ensure competitive pricing
 - Secure quotes from vendors in a timely manner
 - Utilize estimating software to create estimates
- Prepare and maintain an estimating database, assemblies, and product list
- Prepare and maintain a list of suppliers, vendors and subcontractors
- Manage submittals and shop drawings for assigned projects
- Participate in proposal process as needed
- Draft necessary paperwork: subcontractor agreements, purchase orders, change orders
- Create monthly progress billing reports and close out documentation,
- Track costs and labor for assigned projects
- Work with field leadership to ensure on-time/budget projects
- Travel to job sites as needed nationally
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Demonstrated knowledge of the NEC
- Demonstrated knowledge of estimating software (ConEst, Intella Bid, RS Means, 4Clicks, etc.)
- Technical understanding of electrical construction
- Knowledge of estimating strategies and techniques
- Knowledge of electrical design
- Knowledge of low/medium/high voltage construction
- Strong computer skills (MS Word, Outlook, Excel, etc.)
- Strong oral and written communication skills; including technical writing skills
- Demonstrated problem solving skills
- Analytical and critical thinking skills
- Strong organizational skills and attention to detail and accuracy
- Effective management, budget, estimating, and planning skills
- Ability to communicate with technical and non-technical individuals
- Ability to create, manipulate, and read blueprints and drawings
- Ability to learn through observation and hands on experience
- Ability to follow verbal and written instructions
- Ability to gather data, compile information, and make reports
- Ability to multi-task, establish priorities, and meet deadlines
- Ability to work on and with a team
- Ability to work and make decisions with minimal supervision



Education and Experience:

- 6-8 years of commercial construction and electrical experience
- 5 years of electrical estimating experience
- 2-4 years of project management experience
- Prior experience estimating/managing projects in the mid-west, Kansas City Metro experience preferred
- Journeyman Electrician License or equivalent experience
- Coursework or degree in construction management, electrical engineering, project management or like degree preferred

Physical Demands and Work Environment:

- Main work location will be an office situation and may include the following:
 - Repetitive motion consistent with computer work
 - Sitting for extended periods of time
- Occasional site visits may include the following:
 - PPE
 - Working outdoors with exposure to uneven ground, dust, and extreme heat/cold
 - Working around moving machinery

To Apply:

To be considered for this position please send resumes to careers@iec8a.com. For more information please visit our website.

- Please include in the Email Subject: Interested Available Position
- Please include in Email Body: Name, Email, Phone, Date of Availability

Resumes without this information may not be considered