

POSITIONS WANTED

SENIOR REGISTERED ARCHITECT

Registered (PA) since 1968. Seeks P/T job, contract or hourly consulting for private clients, other Architects, Engineers and Contractors. Residential, offices, light commercial and light industrial work.

- Excellent design and manual drafting presentations, including full service detailing, scheduling and coordinating with all trades and disciplines.
- Full and thorough drawing critiques and reviews of the work by other professionals which include the sealing (stamping) of drawings for municipal approvals when Architect's seal (stamp) is required.
- As-built (existing conditions) drawings created from prepared, precise field measurements personally taken by this Architect.

Reasonable/Negotiable Rates: Call Ken at 412-276-4266 or email: kenkantrowitz@yahoo.com

ADMINISTRATIVE/PROJECT MANGEMENT SERVICES

Administrative/Project Mgmt Services Offered in your office or mine. Competitive Hourly Rates, Full-time or Part-time Availability

Bidding Assistance, Contract Negotiations, Certified Payroll Preparation, AIA Billings/Invoicing/Payroll, Bond Requests, Change Order Preparations, RFI's, Submittal Preparations, Schedule of Value Breakdowns, Project Schedule Updates, Attend Pre-Bid Meetings and/or Job Meetings, Correspondence Preparations, MBE/WBE Solicitations.

Over 15 years experience as a PM for Commercial General Contractor. References available upon request.

Please Contact mloris3277@gmail.com for additional questions or info.

POSITIONS AVAILABLE

OUTSIDE SALES

Architectural Clay Products Inc is in need of an outside sales person calling on architects, designers, contractors, developers etc. We have been in business over 45 years & are distributors of brick, stone & related concrete wall products along with all types of interior & exterior flooring products. Porcelain floor & wall tile, Stone floors, Glass / cork / slate / limestone / metal & glass etc., Carpet, LVT

Send resume to: brittanyt@architecturalclayproducts.com

ESTIMATOR

Pittsburgh Specialty Cabinet Company is Growing!!

We are looking for an experienced Architectural Casework / Millwork estimator. Must have 5-6 years experience in estimating of Architectural Casework and Millwork. Offering competitive wages and benefits.

Please e-mail resume to: sales.psc@comcast.net or fax to 412-731-1093

PLUMBING ESTIMATOR

Commercial mechanical contractor, located in Monroeville, PA, performing mechanical HVAC and Plumbing projects ranging in size from \$50,000 to \$10,000,000, is currently accepting resumes for the full time position of Plumbing Estimator. Job responsibilities listed below.

The primary function of an *Estimator* is to provide full and accurate estimating services on all types of construction projects assigned.

Responsibilities:

- Quantify project quantities using on-screen and manual take off tools.
- Periodically meet with owners and design team representatives to review estimates, value engineering, and constructability review.
- Responsible to review the preliminary plans and architectural drawings for the project.
- Review design plans and specifications to determine material and labor requirements and prepare itemized lists.
- Visit the site of the construction, making note of the geographical features of the site, access to infrastructure (roads, electricity, sewer, etc.) and existing building conditions. Attend pre-bid site inspections and pre-bid meetings as required.
- Take into account all the materials, equipment, labor, tools, and any other resources needed to complete construction. All of these details come together to make a comprehensive cost estimate for the construction project.
- Preparation of bid documentation.
- Attending post-bid and client negotiation meetings.
- Preparation of various cost budgets.
- Consult with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.
- Responsible for developing and maintaining relationships with subcontractors, suppliers and equipment vendors.
- Remain involved in a project to help maintain the profit margin and to handle any changes in the original estimates.
- In addition to monetary costs, must take into account the duration, scope, and potential profitability of a new project or product.
- Procurement and review of subcontractor and vendor bids.

- Preparing and presenting requests for design information and bid qualifications.
- Facilitating final estimate review sessions with management; as required.

Requirements:

- 5-10 years experience in commercial plumbing
- Excellent communication skills, both oral and written
- Excellent organization skills
- Solid knowledge of the construction process
- Good computer skills including Microsoft Word, Excel, email, Adobe PDF, some CAD experience a plus
- Proficient with Quotesoft (or equivalent) for collecting detailed take-offs.
- Ability to multi-task
- Ability to work effectively and efficiently under tight deadlines.
- Ability to establish and maintain positive working relationships.
- Ability to prepare estimates with minimum supervision.
- Knowledge to perform HVAC estimates a plus

Full Benefits Provided, Equal Opportunity Employer, including disabled and veterans.

Please forward resume to bryan.demor@ajdemor.com

CONSTRUCTION ESTIMATOR

Rycon Construction Inc; a premier preconstruction, general contracting and construction management firm based in Pittsburgh's Strip District; is seeking an experienced Construction Estimator to join our Special Projects Group.

The position requires a minimum of 3 years' experience estimating commercial interior renovation, tenant improvement, and/or fit-out projects up to \$5 Million. The successful candidate must be experienced in quantity take-offs and have the ability to read drawings & interpret specifications. Computer skills are required in Microsoft Office Suite (Excel, Word, Outlook) in addition to Microsoft Project and MC2. Knowledge of the Local Pittsburgh Market is preferred, but not required.

More information is available on the Company by visiting www.ryconinc.com

Interested Candidates please submit resumes through this website, by fax to 412-392-2542 ATTN: HR Director, or via the careers link on our website. The successful candidate will be offered a Competitive Salary and Comprehensive Benefits Package including Medical/Dental/Vision, 401K, and Life Insurance.

ELECTRICAL ESTIMATOR

A-1 Electric Inc. is expanding our estimating team. Experience in school, treatment plant, and municipal work a plus. Excellent working environment, salary, and benefits. All inquiries are strictly confidential.

**Please email resume to mark@a1electricinc.net or
mail to Mark Smith A-1 Electric Inc.
140 Bower Hill Road
Venetia, PA 15367.**

PROJECT MANAGER – FULL TIME

Local commercial glazing contractor seeks to fill a Project Management Position. Candidate must be highly motivated with excellent communications, organization and computer skills. Knowledge of curtainwall, storefront, entrances and general construction process required. Qualifying individual must be willing to work in a fast paced environment and have the ability to meet critical deadlines. Salary and benefits commensurate.

Please Submit Resumes to: Ryan Seitzinger, VP Operations
Specified Systems Inc. | 724-942-4200
Email: rseitzinger@specifiedsystems.com

SCHEDULER

Due to the continued standardization of our Public Works program, the Department of General Services (DGS) is recruiting for an exciting new position! The position of Scheduler is located in Harrisburg, PA. The selected candidate will direct, monitor and coordinates all activities involved with project scheduling. You will interpret and implement laws, codes, regulations, polices, and procedures to schedule and monitor pre-construction projects through capital planning programming, design and finalized construction documentation processes to include major, multi-prime contract building construction projects; including schedule development for initial scoping purposes and well-defined scopes with properly sequenced work activities.

REQUIRED EXPERIENCE:

A PROFESSIONAL ENGINEERING OR REGISTERED ARCHITECT LICENSE IS PREFERRED. Six years of professional building design, construction administration, or construction management experience for renovations and new construction for commercial, institutional, or educational buildings, and a bachelor's degree in engineering, architecture, construction management, construction science, or a closely related field; or an equivalent combination of experience and training.

CONDITION OF EMPLOYMENT:

Possession of valid licensure as a Professional Engineer, Registered Architect, Professional Land Surveyor, or Professional Geologist by the Commonwealth of PA or a reciprocal jurisdiction; or possession of a valid professional level certification issued by a nationally recognized and accredited professional certification program in Master Level of Certified Hazardous Material Manager (CHMM) or Certified Industrial Hygienist (CIH).

SALARY INFORMATION:

\$64,020 - \$97,213 annually based on experience. Employees also enjoy a comprehensive benefits package. Please note that the Commonwealth does not offer relocation assistance.

HOW TO APPLY:

Interested applicants must apply online at www.employment.pa.gov by clicking on "Open Jobs" and selecting the Scheduler posting from the list. For technical assistance with the online application, please call 717.787.5703.

Deadline for submission of on-line application is 6/15/18.

Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity

JOB SITE MANAGER WANTED

Golon Inc. is seeking an experienced job site manager. The position will be at a single structure, managing all trades.

Skills needed are:

- Being able to maintain a safe environment, including weekly safety meetings.
- Maintain schedule.
- Quality control of the trades, and their workmanship.
- Reporting back to the main office daily as to production, delivery.
- Preparation for upcoming site work organization

Please send resume to: smarsula@goloninc.com

SHEET METAL DUCTWORK ESTIMATOR

SSM Industries, Inc., a large locally-owned full-service mechanical contractor located in Neville Township, PA, is seeking an experienced sheet metal ductwork estimator to prepare bids for commercial and institutional construction projects.

A minimum of five (5) years experience is required. Candidates must have experience with computer estimating, specification review and interpretation, and knowledge of SMACNA construction standards for both metal/flexible and industrial.

Successful candidate will be responsible for preparing bids from start to final completion of the proposal. Strong communication skills are required to effectively interact with customers and vendors. Successful candidate will represent the company both internally and externally in a professional manner.

Please respond to this posting with resume and salary requirements to jdavis@ssmi.biz

Job Type: Full-time | Experience: HVAC estimating: 5 years

ADMINISTRATIVE ASSISTANT

SSM Industries, Inc., a large locally-owned full-service mechanical contractor located in Neville Township, PA, has an opening for a Full-Time administrative assistant in our estimating department.

The candidate will be expected to perform a broad range of administrative duties to support the efforts of both estimating and project management groups and to provide marketing support responsibilities as directed by management. Experience in the mechanical contracting industry along with the preparation of bid documents in a fast-paced environment is preferred.

The successful candidate will:

- Track project opportunities.
- Download/purchase/copy/print and disseminate bid documents.
- Assertively ensure timely participation from our vendors and subcontractors.
- Obtain surety bonds as necessary.
- Prepare, maintain and distribute the bid list.
- Assist in the preparation of Request for Proposal (RFP) responses / presentations. Will be necessary to manually type on pre-printed documents as necessary.

- Review proposal content to assure that the owner's proposal requirements are addressed.
- Complete and submit owner and General Contractors' Pre-Qualification forms, including the maintenance of key employee resume files.
- Ensure the quality of written documents including accuracy of grammar, spelling and punctuation.
- Assist in the development of marketing material including the maintenance of customer and project listings.
- Input and maintain estimating and project management documentation. Regularly engage with both groups and ensure that all project information is up to date.
- Ensure company website information stays up to date, including submissions of recent project wins, new hire announcements and project status updates. Announce/publicize project wins to the office and field employees. Collect photographs of projects, new employees and publicize as appropriate.
- Produce and maintain project management documents as directed including submittals, punch lists, O&M's and tax exemption forms.

Desired Qualifications:

- Minimum 2 years of recent construction administrative experience.
- Minimum 2 years in supporting multiple projects and people.
- Minimum 5 years of relevant work experience.
- Proficient in operational and administrative software to include Excel, Word, and Adobe.
- Must be comfortable using basic office equipment including, copier/scanner, fax machine and typewriter.

Please respond to this posting with resume and salary requirements to jdavis@ssmi.biz

Job Type: Full-time | Experience: Administrative Support 5 years
All inquiries are strictly confidential, competitive compensation, and benefits,
equal opportunity employer.