

## POST TENSION ESTIMATOR/COORDINATOR

**Posting ID:** EM1722238E

**Company Website:**

<http://www.superiorposttension.com>

**Company:** Superior Post Tension

**Work Location:** Henderson, NV

**Position Type:** Full-Time

**Salary:** Based on Experience

**College Major(s):** Civil Engineering (CEE),  
Construction Management (CEM)

**College Level(s):** Undergraduate-Senior,  
Graduate Student

### OVERVIEW

Superior Post Tension fabricates and installs post tension reinforcement systems for residential concrete structures. We fabricate and supply post tension materials for commercial projects as well. We mainly work directly with rebar and concrete sub-contractors.

The Post Tension Estimator/Coordinator position helps project and control costs associated with post tensioning reinforcement by collecting information from structural plan sets. They will also act as a primary point of contact and coordination on all current and future projects. They will be responsible for overseeing the organization, scheduling, and coordination within departments, and shipping of commercial projects. This includes the coordination of change orders and costs associated with project revisions as well. Candidates should have experience and/or knowledge in construction management.

### Roles and Responsibilities

Reviewing structural plans to verify the post tension systems included per project and the scope  
Performing “takeoffs” to determine material quantities and associated costs for each individual project

Writing and sending proposals

Coordinating the bid calendar

Requesting more information from customers and vendors

Maintaining communication with customers and subcontractors

Coordinating shop drawings between contractors and detailers

Coordinating project reviews and stamping with engineers

Analyzing the project to determine schedules and any costs associated with project revisions

Communicating with customers and field crews about project specific issues

Assisting the commercial division team with various tasks

### Education and Qualifications

Bachelor's of Science Degree in Construction Management (Preferred but not Required)

**Preferred Skills**

Strong Basic Math Skills

Structural Plan Comprehension

Data Entry

Strong Organization and Time Management Skills

Ability to Prioritize and Multi-Task within Time Constraints

Microsoft Office Suites (Word, Excel, Outlook)

CADD Skills (Not required but preferred)

**How to Apply**

Please send resumes to [bstoll@superiorposttension.com](mailto:bstoll@superiorposttension.com)