POST TENSION ESTIMATOR/COORDINATOR

Posting ID: EM1722238E

Company: Superior Post Tension

Position Type: Full-Time

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

Company Website: http://www.superiorposttension.com

Work Location: Henderson, NV

Salary: Based on Experience

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

Marian Mason | Internship & Career Services Coordinator | coecareer@unlv.edu | https://unlv.edu/engineering/jobs
UNLV, Howard R. Hughes College of Engineering
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