



DIVERSIFIED LANDSCAPE CO.

33601 Washington Street
Winchester, CA 92586
(951) 926-7444 Fax (951) 926-7440

JOB DESCRIPTION

LANDSCAPE PROJECT ASSISTANT ESTIMATOR

Essential Duties and Responsibilities include the following:

- Preparation of bid documents, the development of clear written proposals and correspondence
- Must be self motivated with strong organizational skills
- Ability to work well under deadline pressure
- Ability to prepare several projects concurrently
- Ability to process redundant tasks on a continual basis
- Attend Pre and Post construction meetings as required
- Must be detail orientated, with strong memorization skills
- Manage projects with minimal supervision
- Comply with all company policies and procedures and safety requirements
- Ability to effectively and expeditiously process change orders
- Read and interpret plans and specifications as they pertain to building projects
- Be familiar with public works/agency policy, procedure and specification requirements
- Assist the Chief Estimator with schedules and oversees field operations with Project Managers
- Conducts pre-construction meetings with property owner, Project Manager, Inspectors and sub & prim contractors
- Analyze designs and complete take-offs for estimating purposes
- Contacts subcontractors and suppliers to obtain quotes for inclusion in estimates
- Develops project estimates and sells new jobs
- Communicate progress on landscape projects to company management and field staff
- Coordinate subcontractor work with Project Managers
- Maintain up to date bid board
- Create and maintain job/project files
- Follow up with clients after job completion
- Monitors call backs and warranty work
- Conducts final walkthrough inspection with client

- Promote landscape maintenance program offered by the company to customers of recently completed projects

Miscellaneous:

- Demonstrate proficiency of job skills listed above
- Establish effective communications with Project Manager(s), foreman, customers, subcontractors and prime
- Demonstrate ability to take responsibility for landscape field operations
- Only use the company gas credit card on company equipment
- Use company cell phone for official business
- Perform other administrative skills as assigned

Qualifications/Requirements:

- Thorough knowledge of vehicle and equipment utilization and repair
- Excellent written and verbal communication skills, including telephone and electronic correspondence
- Be familiar with Minority Goal policy and procedure, and become able to implement good faith effort/outreach program
- Punctual
- Able to work with minimal supervision
- Able to work with management and other employees as a team player
- Knowledge of Microsoft Office system (Word, Excel)
- Ability to multi-task
- Excellent analytical skills
- Professional work apparel

Education/Experience/Requirements:

- CE or CM degree or related certification required
- Relevant work experience estimating and project management experience in a large-scale landscape operation and demonstrate knowledge and abilities
- Thorough knowledge of Green book and Section 20, of Standard Plans and Provisions
- Posses a valid Class C drivers license
- Pass a drug, DMV and background