

**LEAD ESTIMATOR/PAVING COORDINATOR**

**Department:** Construction  
**Classification:** Salary  
**Revised:** December, 2018

**Reports to:** ASA Maine Manager  
**Location:** All States Asphalt, Inc., ME

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All States Materials Group<sup>®</sup> is a regional leader in road building, pavement preservation and distribution of road materials. We see the exciting in what most take for granted: the roads we drive on every day. We strive to be the best at what we do, and we seek to do it better every day, in a safe, environmentally-responsible, and technologically advanced way.

**Position Summary:**

The primary function of this position is to provide the Augusta, Lewiston, and Auburn markets with an experienced hot mix asphalt estimator/sales person who will coordinate the paving, subcontracting, and scheduling of the jobs. This person will be responsible for bidding jobs, writing proposals, processing and tracking jobs and maintain a professional relationship with customers. This position has vast growth potential as the company is growing.

**Essential Functions:**

- Obtain bid packages from various public and private sources.
- Complete quantity takeoff necessary to check and price work.
- Accurately, completely and timely calculate costs to perform all phases of construction.
- Travel to potential construction sites, job sites, and customers. A company vehicle is provided.
- Ensure bid documents delivered on time and complete in form.
- Solicit, compile and evaluate subcontractor and vendor pricing as required
- Adheres to all safety rules and works safely on all jobs.
- Scheduling the job with operations personnel and adjust as needed.
- Job cost tracking, billing and cost control measures.
- Managing employees, subcontractors and equipment on the project.
- Strong knowledge of calculating yield, slope and grade, milling quantities and trucking.
- Maintain professional, effective, and efficient communication with customers, engineers, contractors, and highway superintendents and maintain strong written and oral communication skills
- Flexibility in regard to schedule, working early and/or extended hours, weekends and holidays during peak season & when required.

**Work Conditions**

Incumbent must be able to tolerate moderate to loud noise level (PPE will be provided, including hearing protection as required), long hours standing, walking, and laboring outdoors in varying weather conditions – frequently in extreme heat.

**Physical Demands**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, climb stairs, use hands to finger, reach with hands and arms, handle, feel, see, talk, and listen. The employee is occasionally required to stoop, bend, twist, kneel and crouch. Employee may sit for an hour or more at a time.

**Other Accountabilities/Responsibilities:**

Performs related and unrelated duties as may be required.

**Position Requirements:**

High school diploma or equivalent plus five years' experience in the highway construction & Paving. Strong leadership, communication, must be a team player, and have problem solving skills. Must have a working knowledge of computers and the Microsoft office suite. Knowledge of DOT regulations must be able to comprehend MSDS sheets and make good judgments. Strong knowledge of calculating yield, slope and grade, paving speed, tons per hour, trucking needs as well as knowledge of "best paving practices". Excellent organizational, analytical, interpersonal, and communication skills. Will be required to travel and pass a physical and drug screen.

**Supervisory Scope:**

Responsible for overseeing all working personnel on the job site, this will include employees and subcontractors.

**Independent Action:**

Performs work independently within scope of established guidelines and practices.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. A valid driver's license is required as a Company vehicle is provided. Must be able to pass a physical and drug screen. Bid 2 Win experience is preferred. The requirements listed above are representative of the knowledge, skill and/or ability required. Any physical demands or work conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.