

**PAVING COORDINATOR****Department:** Construction  
**Classification:** Salaried Exempt  
**Revised:** December 2020**Reports to:** Construction Manager  
**Location:** All States Construction, Inc.,  
Richmond, ME**Position Overview:**

The primary function of this position is to price for bidding, all types of heavy/highway construction projects for public and private sector bids. This person will be responsible for quantity takeoff, pricing, completing bid forms, writing proposals, generate project budgets and other duties as assigned by the Construction Manager This position has growth potential.

**Essential Duties and Responsibilities:**

- 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 as necessary to become familiar with project requirements.
- Maintain professional, effective, and efficient communication with customers, engineers, contractors, and highway superintendents.
- Ensure bid documents delivered on time and complete in form.
- Solicit, compile and evaluate subcontractor and vendor pricing as required
- Other duties as assigned

**Education/Experience Required:**

A Bachelor's degree preferred but not required and 8+ years of professional experience in estimating with a heavy/highway construction background. Must have a firm understanding of MaineDOT specifications, the ability to read and understand plans, perform field measurements and quantify takeoffs. Working knowledge of Microsoft Office software and Bid2win estimating software desired. Must possess strong written and oral communication skills.

**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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands, reach with hands and arms, handle, feel, talk listen and smell. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds

**Special Requirements**

Responsible for company vehicle, therefore a valid driver license is required.

**Work Environment**

The noise level in the work environment ranges from moderate in the office to occasionally loud at field locations.