

Assistant Project Manager

Mill Plain Electric is searching for an Assistant Project Manager to join our Transportation team. Individual is responsible for supporting Project Managers in completing assigned projects according to schedule and within budget, while maintaining our high standards for quality. You will be responsible for assisting in coordinating the overall project strategy with our team and maintaining proper documentation of all project-related activities. Knowledge of transportation-related electrical projects is preferred but not required. This position requires the ability to maintain effective working relationships with staff, vendors and subcontractors. Qualified candidates must be capable of self-starting and have excellent verbal and written communication skills with the ability to multi-task and follow directions in a fast paced environment.

Job Responsibilities will include but are not limited to:

- Assist Project Managers with necessary project related duties
- Identify required permits and ensure they are obtained in a timely fashion
- Project setup
- Preparation and management of project submittals including tracking and monitoring
- Preparation and management of material acquisition including tracking and monitoring
- Assist in project billings
- Assist in managing subcontractors
- Assist with project close out and resolution of punch list items
- Help ensure project compliance with legal requirements, specifications, government regulations and job safety
- Demonstratively uphold the Mill Plain Electric core values which include:
 - “Do what we say we are going to do”
 - “Platinum customer service”
 - “Got some fire in the belly”
 - “Friendly but firm”

Mill Plain Electric is an Equal Opportunity Employer and supports a Drug-Free Workplace Program. We offer a generous employee benefits package and a great working environment.

Send all Resumes with cover letter indicating salary requirements to resume@mp-electric.com.

www.mp-electric.com

Commercial/Industrial Estimator

Mill Plain Electric is searching for an experienced Commercial/Industrial Estimator to join our team. We are searching for someone highly organized, friendly and positive with outstanding communication skills. Qualified candidates must be flexible, have excellent verbal and written communication skills, and the ability to multi-task and follow directions in a fast paced environment. Must be a self-starter and understand deadlines.

At MPE the Commercial/Industrial Estimator will be responsible for preparing complete, accurate estimates for all contract types (Lump sum, GMP, TVD, Budget & T&M) within the Commercial and Industrial arenas.

Job Responsibilities will include but are not limited to:

- Prepare detailed and accurate material, labor, equipment, subcontracts, construction facilities estimate.
- Foster relationships with subcontractors and suppliers.
- Attend on-site pre-bid/proposal conferences and site visits.
- Manage MWESB requests and requirements.
- Manage bid funnel reviews.
- Develop and review subcontractor scopes of work and accept, review, and analyze subcontractor quotes for best value.
- Fully review project specifications, drawings, bid documents for estimates.
- Present cost estimates to meet customer requests, providing consideration for general and special conditions.
- Write detailed proposals.
- Prepare scope specifications and requirements, review project schedules, perform quantity takeoffs, prepare cost summary sheets, and input quantities into estimating software.
- Maintain an accurate, current database cost codes of accounts for historical data.
- Review past company jobs and compare on a timely basis to as-sold estimates to confirm accuracy of estimate.
- Utilize the appropriate company and industry historical data for pricing estimates.
- Manage estimating processes and timelines to meet company objectives, both short and long term.
- Perform necessary research to produce accurate, complete and competitive pricing.
- Communicate with customers to define the project scope, address deficiencies, negotiate pricing and build relationships.
- Enhance MPE company estimating standard means and methods protocol.
- Maintain estimating system, database units, pricing and assemblies using Accubid.
- Prepare and present completed estimating packages to company executives and senior management.
- Continuously follow up on all bid projects and accurately forecast future awards/probabilities.
- Lead project turnover meeting to properly transfer awarded projects.
- Attend project interviews.
- Demonstratively uphold all of the Mill Plain Electric core values which include:
 - “Do what we say we are going to do”
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