



## **CONSTRUCTION PROCUREMENT SPECIALIST**

### **SUMMARY OF FUNCTIONS**

The Construction Procurement Specialist develops cost estimates in response to RFP's, RFQ's, POCA's, BOA's, IDIQ's and other federal government, city, school, and other municipality contract types. Prepares technical responses showcasing the company's capabilities for the bid.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops technical and cost proposals in response to solicitations from federal government, schools, city, and other municipalities.
- Prepares construction budget by studying plans and/or scope of work; updating specifications; identifying and projecting costs for each elevation.
- Prepares and negotiates cost estimates, budgets, and work timetables from vendors and subcontractors.
- Identify and quantify cost factors, such as production time, materials, and labor expenses
- Travel to jobsites to gather information on materials needed, labor required, and other factors
- Read blueprints and technical documents in order to prepare estimates
- Selects appropriate construction methods and strategies.
- Interprets and explains contracts and technical information to workers and other professionals.
- Reports on work progress and budget matters to clients.
- Monitors and controls construction costs.
- Collaborates with architects, engineers, and other construction and building specialists for cost related information.
- Helps ensure projects' compliance with customer, regulatory, industry standard, and other requirements.
- Utilizes RS Means Facilities Construction and Facilities Maintenance & Repair Cost Data database.

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## **ORGANIZATIONAL RELATIONSHIPS**

Reports directly to the CEO. Assists and works in conjunction with Contracting and Business Development departments to facilitate responsibilities.

## **QUALIFICATIONS**

5+ years of experience in government contracting and commercial construction procurement is required. A bachelor's degree in a construction science, construction management, mathematics, statistics, accounting, finance, or industry-related field preferred (and may offset work experience).

Good communication skills and the ability to work well with people are essential. Working knowledge of government contract cost development and bid preparation is a must.

## **PHYSICAL DEMANDS**

Ability to communicate orally with top management, vendors, contractors, and construction workers is crucial. Regular use of mobile phone (talking or texting) and email for communication is essential. Hearing and vision within normal ranges is essential for normal conversations, to receive ordinary information, and prepare, inspect, or review documents.

Activities require the ability to remain in a stationary position roughly 50% of the time and move about an office and/or work site the other half of the time.

Occasional heavy lifting (30+ lb / 13.6+ kg) can be expected, though exertion of up to 10 lbs. of force is more common. Need good manual dexterity for the use of common office equipment (e.g., computers, mobile devices, copiers).

## **WORK ENVIRONMENT**

The job is performed indoors in a construction office setting and at job sites (indoors and outside). Protective / safety gear (e.g., hard hat, glasses, safety harness) is required while onsite. Activities include extended periods of sitting, movement, and extensive work at a computer and phone.