



JOB DESCRIPTION

JOB TITLE: Project Manager/Estimator – Asbestos Abatement & Select Demolition
DEPARTMENT: DARI
FLSA STATUS: Nonexempt

- I. SUMMARY: Demolition & Asbestos Removal Inc.,** Project Manager/Estimator will have the authority to drive successful project results, in the safest manner possible while maintaining the highest quality standards.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES:** Responsibilities and essential duties include the following:
- Attend Pre-Bid Meetings and job walks and interact with potential clients and maintain a good relationship with clients.
 - Prepare a complete estimate and proposal for Asbestos Abatement and Select Demolition Projects with attention to detail, project specifications, schedules, drawings, take-offs, and contractual obligations.
 - Create and manage project schedules and schedules of values.
 - Support site supervisors ensuring they have the resources needed to complete projects on schedule and within budget.
 - Project coordination of supplies, rental equipment, waste dumpsters, consultant services and subcontractors.
 - Inspect job sites to monitor potential hazards, check supervisor's paperwork and ensure jobs are in compliance with local, state and federal regulations, including OSHA, NESHAP and company standards.

III. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee must be able to work while wearing a hardhat, safety glasses, steel-toed boots, respirator and other PPE that might be necessary to perform this job.

While performing the duties of this job, the employee is regularly required to stand, walk, stoop, talk, hear, and observe other employees activities in order to help them safely perform their duties. The employee regularly operates a company vehicle (*i.e.*, pickup truck or SUV) on public roadways. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

IV. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of his job. The primary work environment is an office setting; however, the employee will be required to attend site walks and possibly be required to be the site supervisor of record and run a project in the field.

While performing the duties of this job, the employee has potential to be exposed to moving mechanical equipment, outside weather conditions of extreme cold, extreme heat, wet and/or humid conditions, high and/or precarious places, fumes and airborne particles. The noise level in the work environment is usually loud.

V. REQUIREMENTS:

- Must be able to provide documentation of prior experience, with references of asbestos abatement/selective demolition supervision, project management and or estimating.
- Current AHERA Supervisor Certification or proof of prior certification. Understanding of federal, state and local regulations.
- Proficiency in Microsoft Office and intercompany server-based applications.
- Keen attention to detail and sense of pride in quality of work performed.
- Strong problem solving, communication and organizational skills.
- Ability to make inspections within asbestos containments and sit a job if necessary.
- Ability to be a team player who follows through on commitments.
- Have a valid driver's license and an excellent driving record.

Employment applications are available at <http://www.dhgriffin.com/files/pdf/employment-application.pdf> and should be emailed to employmentapplications@dhgriffin.com.