

# ESTIMATOR/PROJECT MANAGER

Drywall Division



*Spirit of Excellence*  
since 1963

**MDiNC**

Mehrer Drywall, Inc.

**Revenue: ~\$35M  
2018**

**TOTAL FTE: 185**

**LOCATION:  
Magnolia/Interbay**

**REPORTS TO:  
Chief Estimator**

**SALARY RANGE:  
Competitive base  
with significant  
bonus potential  
and excellent  
benefits.**

**To learn more  
about Mehrer  
Drywall, Inc.  
please visit  
[www.mehrer.com](http://www.mehrer.com).**



## **The Company**

Mehrer Drywall, Inc. (MDI) was incorporated in 1963 by brothers Morris and Don Mehrer, journeymen in the drywall industry. In 1978, they built offices and warehouses in Seattle's Magnolia area to keep up with their expanding business. Brother Morris retired in 2008 after 45 successful years in commercial construction.

Today, Mehrer Drywall is run by the 2nd generation in the Mehrer family, Kurt Mehrer and Kim Mehrer Vaughn. At the present, MDI employs approximately 185 metal framers, drywall tapers, acoustical mechanics, stockers, drivers, and office personnel. MDI estimators have a combined 100+ years of experience in the industry.

MDI's motto - "Spirit of Excellence" - was adopted in 1963 to express a commitment to quality work. That promise stands firm today, after more than 50 years in business and thousands of successful jobs.

## **The Position**

Reporting to the Chief Estimator, the Estimator/Project Manager is responsible for management of the full life cycle of projects from bidding the work, securing the contract, and overseeing the work, through to owner acceptance and payment. He or she manages all projects in such a way as to ensure that profit objectives are achieved or surpassed, and that customers are retained for future business.

In addition, the Estimator/Project Manager identifies key contacts related to projects that will enhance future business opportunities, and communicates with these contacts periodically and regularly as part of his or her on-going business development and relationship management efforts on behalf of the company.



## Representative Responsibilities

During the pre-construction phase, specific duties include but are not limited to:

- Doing quantity take-offs, providing pricing, and reviewing all contract documents to understand the scope of work, schedule, general conditions and requirements, and potential risks.
- Scheduling, planning and conducting meetings such as Submittal meetings, Project Pre-Planning meetings, and Project Planning meetings.
- Preparing Project Budgets including Schedule of Values and Required Documentation and Special Requirements, then distributing this information to appropriate parties associated with the project.

During the construction phase, specific duties include but are not limited to:

- Managing the Change Order process to assure that changes are made satisfactorily and that Mehrer Drywall is compensated for any changes.
- Initiating or responding to General Contractor or Foreman requests for job-site walk throughs and using these opportunities, along with financial reports and other information, to identify problems early, make recommendations for address the issue, and following up to ensure successful resolution.
- Meeting with the Director of Accounting to determine project P&L, reporting at the Gross Profit Meeting, and meeting with the Safety Director to assure that the project is being run safely as per job-site specific safety rules and procedures.

During the close out phase, specific duties include but are not limited to:

- Scheduling, planning and conducting a Post-Job Meeting; assuring that the owner's/architect's punch list is completed; collecting outstanding change proposals from the General Contractor/Owner and notify Accounts Receivable to bill final change orders and retention; and reviewing project learnings with key people involved and encourage a two-way exchange and discussion of learnings.

## Qualifications

The preferred candidate will possess seven (7) or more years of experience with exposure to all facets of the position outlined above. He or she must have experience with contemporary estimating software, On Center's Quick Bid preferred. Prior field experience is also a plus.

In addition, we seek candidates who are self-motivated and driven, and who set high standards for themselves and their team members. With the volume of current and forecasted business, the preferred candidate is a high-energy go-getter with excellent customer service and communication skills and an unwavering team-oriented focus.

## To Apply

Mehrer Drywall, Inc. is a progressive, inclusive, equal opportunity employer and all candidates are encouraged to apply. Square Two Consulting is pleased to partner with MDI to assist in filling this key role.

For immediate consideration, please send a brief cover letter and resume to Ed Rogan, Principal Consultant, Square Two Consulting at [ed@sqr-2.com](mailto:ed@sqr-2.com). Feel free to call with questions or for more information - 206.697.8428.

