



JOB TITLE: Construction Project Manager/Estimator
FLSA: EXEMPT
REVISION DATE: October 2025
DIVISION: Refined Fuels Construction
REPORTS TO: Operations Manager
COMPENSATION: \$65,556.59 - \$130,000.00 D.O.E (We do not pay below any local minimum wage)
DEADLINE: November 28th, 2025

CGRS was founded in 1987 in Fort Collins, Colorado. CGRS personnel have experience in over forty states, and we are currently working on a multitude of projects for a variety of private companies and governmental agencies. CGRS is a team-oriented company with a culture best summarized by our mission statement: “We deliver quality solutions with integrity and expertise every time.”

At CGRS, we are committed to serving the ever-changing needs of our customers. We believe that our greatest asset is our employees, and we enable our employees to provide our clients with a valuable customer experience. CGRS offers health, dental and vision insurance, competitive wages, 401(k), paid vacation, sick time, and strongly believes in work/life balance.

POSITION SUMMARY:

The Construction Project Estimator / Project Manager plays a key role in overseeing projects from initial bid through successful completion. This hybrid position combines estimating and project management responsibilities—analyzing project costs, preparing competitive bids, and developing detailed budgets—while also managing daily operations, scheduling, documentation, and client communications.

The ideal candidate will possess strong analytical, organizational, and leadership skills, with the ability to effectively balance both field oversight and office-based estimating functions. This role requires a proactive professional capable of driving projects forward efficiently, maintaining quality standards, and fostering positive relationships with clients, vendors, and team members.

PRINCIPAL ACCOUNTABILITIES:

Estimating & Preconstruction

- Prepare detailed and accurate cost estimates for materials, labor, equipment, and subcontractors.
- Analyze drawings, specifications, and site conditions to ensure accurate bids.
- Solicit and evaluate vendor and subcontractor quotes.
- Identify value engineering opportunities and recommend cost-saving alternatives.
- Prepare budgets and bid packages; present proposals to clients.
- Transition awarded projects from estimating to operations through effective handoff meetings.



Project Management

- Plan, schedule, and manage projects to ensure they are completed on time and within budget.
- Coordinate procurement of materials, subcontractors, and permits.
- Manage and track project budgets, cost coding, invoicing, change orders, and documentation.
- Maintain communication with clients, contractors, and internal teams throughout the project lifecycle.
- Ensure compliance with design specifications, contracts, and safety standards.
- Lead project closeout activities including punch lists, as-builts, warranty documentation, and billing.

General

- Promote and uphold CGRS' safety, quality, and CORE values.
- Communicate effectively and professionally in all interactions.
- Participate in meetings, evaluations, and training as required.
- Maintain an adaptable and proactive approach to an evolving workload.

JOB REQUIREMENTS:

Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

EDUCATION: Bachelor's degree in Construction Management or related field preferred; equivalent experience considered.

EXPERIENCE: 3–5 years of experience in construction estimating and/or project management (refined fuels or related industries preferred). Proven ability to manage multiple projects simultaneously from preconstruction through completion.

SKILLS:

- Strong communication and organizational skills.
- Proficiency with Microsoft Office Suite (especially Excel), estimating and project management software (Procore, MS Project, etc.).
- Ability to interpret contracts, specifications, and construction drawings.
- Knowledge of budgeting, cost control, and scheduling principles.
- Capable of fostering relationships with vendors, clients, and subcontractors.
- Flexible, detail-oriented, and able to manage competing priorities.

SUPERVISORY RESPONSIBILITIES: None.

EQUIPMENT USED: Must be able to operate computers demonstrating high proficiency in MS Windows, MS Outlook, Word, and Excel, PowerPoint & Adobe at a basic level. Must be proficient



in using office machines including fax machine, copier, scanner, and telephone. Microsoft SharePoint and OneDrive experience a plus.

TYPICAL PHYSICAL DEMANDS: Position requires regular vision and range of hearing testing. Employee must be able to lift 60+ lbs. Able to climb, bend, stoop, kneel and stand for various periods of time. Manual dexterity sufficient to operate a computer keyboard.

TYPICAL MENTAL DEMANDS: Must be able to speak professionally and in a polite manner. Requires ability to adapt to change quickly with ever changing requests.

WORKING CONDITIONS: Office and field environments; approximately 25% fieldwork. Valid driver's license, clean MVR, and ability to pass background check and drug test required.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law..