

Estimator/Safety Coordinator/Construction Coordinator

Local contractor specializing in the exterior repair of commercial/industrial buildings, and the preservation of historic and liturgical structures, is seeking an organized, motivated individual to assist field operations on commercial building repair projects in northeast Ohio. In business for twenty-five years, we are located in Midtown Cleveland, along the Health-Tech Corridor, an area of exciting growth and change. Applicant will work closely with our small administrative staff, assist the president, and coordinate with the Logistics Manager to keep our jobsites supplied. Excellent communication and computer skills are required. Background in historic preservation a plus.

Key job responsibilities include:

- Working with administrative staff to assemble pre-construction documents;
- Working with Logistics Manager to research and procure material;
- Maintaining project schedule to ensure start/finish dates;
- Coordinating with customers;
- Contracting and documenting safety training;
- Researching historic properties;
- Driving to potential and existing construction sites in NE Ohio to document site conditions and monitor job progress;
- Assisting foremen with technology issues relating to tablet use in the field;
- Obtaining building and street obstruction permits.

Qualifications:

- Bachelor Degree preferred;
- Five years' experience in construction management, or building restoration/preservation;
- Must have a valid driver's license and reliable transportation;
- Possible use of company vehicle during the workday with sterling driving record;
- OSHA 10 or 30-Hour training optimal;
- Must be able to work independently, as well as collaboratively;
- Trustworthy, ethical;
- Proficient in Microsoft Word, Excel, Outlook;
- Interest in historic preservation;
- Must pass a background check and drug test.

Compensation:

- Full time, salaried position: \$45,000 - \$55,000 a year;
- 40+ hours during busy season
- Medical, dental and vision insurance available after ninety days;
- IRA with matching employer contribution;
- Paid time off;
- Unique, casual work environment;
- Located in Midtown Cleveland along the Health-Tech Corridor;
- Free onsite parking.

email resume to info@frostbldgmaint.com