

Project Manager/Estimator

Role Summary:

This is a boots-on-the-ground estimating and project-running role. **It's field work and office work mixed together. Some days you're walking track, some days you're lining out jobs. If you're comfortable in both worlds, you'll do well here.** You'll measure what needs fixing, price the work, and help make sure the job gets done the way we said it would. Position reports to the President, who has 20+ years of direct experience and fosters a team-based approach to leading Kelly-Hill.

Key Responsibilities:

- On site walking track, take measurements, inspect conditions, and determine what the job requires.
- Build straightforward estimates based on labor, materials, equipment, and time.
- Communicate with customers to clarify needs and set expectations.
- Coordinate with crews, foremen, and operations to line up manpower, materials, and equipment.
- Track job progress and ensure work matches the scope and the quote.
- Keep notes, photos, and measurements organized and accessible.
- Use Excel for project-management to track jobs, updates, and documentation.
- Visit job sites to confirm progress, verify quantities, and address issues early.
- Represent Kelly-Hill with professionalism and honesty.

Qualifications:

- Experience in rail, construction, or heavy civil work is preferred.
- Ability to read track conditions and understand required repairs.
- Comfortable walking track in all weather.
- Clear, direct communication with customers and crews.
- Solid math and measurement skills (wheel, tape, gauge, levels, etc.).

- Use of Excel for job tracking and documentation.
- Ability to manage multiple jobs and priorities.
- Valid driver's license and willingness to travel.

Role Expectations:

- Estimates are based on accurate measurements, not assumptions.
- Communication is clear, timely, and direct.
- Documentation is organized and easy to reference.
- Commitments are followed through and scopes are honored.
- Issues are identified early and addressed directly.
- Time is managed well across multiple jobs.
- Professionalism and respect are shown on every job site.

Why Kelly-Hill:

We believe in straight talk, hard work, and doing the job safely and correctly. If you want a place where your word matters and your work shows, you'll fit here.