



# BUILDING A QUALITY OF LIFE FOR GENERATIONS TO COME

Welcome to RJV Construction, where becoming a part of our team isn't just a job;  
**IT'S A WAY OF LIFE.**

RJV Construction is an underground utility contractor based in Canton, MA, specializing in water and sewer enhancements. The legacy of our family-owned business goes back to 1921, and today we're proud to be a leading construction company in the area.

At our core are four guiding principles: **quality, teamwork, passion, and dedication.** These values are instilled in our work every single day.

As a part of the RJV family, you'll receive the respect and support needed to grow personally and professionally. With access to the latest technology and equipment, there's no limit to what you can achieve here.

Join us in providing reliable water and sewer services to the Greater Boston Area and Building a Quality of Life for Generations to Come!

## QUALITY

Taking pride in our craftsmanship. Do it right, do it once.

## TEAMWORK

Putting the health and well-being of our employees first, working side by side to get the job done.

## PASSION

Driven to succeed and overcome any challenge all while enjoying what we do.

## DEDICATION

Devoted and loyal to our clients and our fellow employees.

## ESTIMATOR

RJV is looking for an Estimator to join our team who will be responsible for project bidding, cost estimate creation, quantity takeoff, request for quotes, and database updating. If you are highly organized, deadline-driven, and team-focused, RJV can provide an excellent opportunity to work on major contracts in the Boston area.

RJV Construction Corporation is an affirmative action/equal opportunity employer. We are always seeking qualified/hardworking individuals to join our team. RJV offers competitive compensation for salaried positions and excellent benefits including; Health/Dental, 401k match, Paid Time Off, and Holidays.

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## ESTIMATOR

### PRIMARY RESPONSIBILITIES INCLUDE:

#### Project Bidding

- Register for official plan holders list, download plans/specifications for potential bids and procure bid bond
- Compile all necessary bid forms from specifications and addenda onto to server
- Log addenda as received and make changes to bid documents as directed in the addenda and update the bid package if applicable
- Bid submission - Fill in the bid proposal package and submit to Chief Estimator for review
- Bid closeout - Submit bid, record results, log results in B2W Estimate and bid log, and report results to bonding agent

#### Cost Estimate Creation

- Add potential bids to B2W Estimate schedule. If the team decides to move forward and bid, convert the schedule to an Estimate
- Build the estimate adding all labor, equipment, and material
- Review the estimate with Chief Estimator

#### Quantity Takeoff

- Complete quantity takeoff in On-Screen Takeoff
- Create takeoff summary spreadsheet and upload to server

#### Request For Quotes

- After procurement of plans/submittals, review and send out quote requests to pertinent vendors and subcontractors
- As quotes/proposals are received, upload to server and enter pricing into B2W Estimate

#### Database Updating

- Regularly update B2W Estimate Database with current costs for materials, labor, and equipment

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