

## **NOTICE OF FILING**

### **Position Available at B & F Contracting, Inc.**

Position Location: Phoenix, Arizona  
Position: Associate Project Manager / Project Manager

#### **Job Duties:**

1. Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities
2. Visit client sites as needed to clarify scope of work, understand plans and specifications, prepare cost estimates, and contribute to management of the project including permitting process.
3. Plan, organize, direct, control, and evaluate construction projects from start to finish according to schedule, specifications, budget, and quality to meet the client's expectations.
4. Prepare and submit project budget estimate and track the cost as project progresses.
5. Plan and prepare construction schedules, milestones and monitor progress.
6. Prepare contracts, change orders, Time & Material billing packages, Pay Application and track any additional cost associated with the project and negotiate revisions and pricing with the owner, consultants, and the Engineers.
7. Understanding of Activity Documentation: Emails, Photos, Meeting Minutes, Notes; and write RFI's, submittals, RFQ's, letter of intent, purchase orders, etc. as required for the project.
8. Manage as-builts, project close-out requirements, warranties, or any other job specific requirements per the contract specifications.
9. Travel: Travel to construction sites as needed within Arizona.

#### **Job Requirements:**

Education Requirements: Master's Degree in Civil Engineering, Construction Engineering and Management, or closely related.

Experience Requirements: 2 years of experience in job offered, Field Engineer, Project Engineer, or closely related.

#### **Special skills requirements:**

1. Write RFI's, submittals, meeting minutes, and assist in budget forecasting.
2. Monitor the equipment usage and review the daily and weekly quantities and maintain accurate quantity logs.
3. Assist in drafting contracts, change orders, subcontractor change agreements, and purchase order agreements as needed to procure material and subcontractors to perform scope of work as per the drawings and specifications

4. Maintain as-built drawings. Compile close-out requirements, including operation and maintenance manuals, warranties, and other job-specific items required by the specifications.
5. Collaborate on supervising the subcontractors and crew members according to the contract, project plans and specifications
6. Assist in writing effective proposals, project specific work plans, haul plans, erosion control plans, safety plans, quality control plans and monitor cost and quality throughout the project.
7. Assist in preparing project schedule by studying project plans, specifications and calculating time requirements, and sequencing project elements.
8. Draft master contracts, purchase order agreements, and change orders.
9. Assist the Project Manager with monthly forecasting by maintaining quantity logs and daily costs.

Salary: \$85,000/year  
Work Schedule: 40 hours/week

Qualified applicants send cover letter and resumes to: B&F Contracting, Inc., Matt Wright, CFO, [mwright@bfcontracting.com](mailto:mwright@bfcontracting.com), ref job#AS01. EOE.

***This notice is provided as a result of the filing of a labor certificate for the relevant job opportunity in compliance with 20 C.F.R. 656.10(d). Any person may provide documentary evidence bearing on the application to the Certifying Officer of the Department of Labor at the following address:***

***U.S. Department of Labor  
Employment and Training Administration  
Office of Foreign Labor Certification  
200 Constitution Avenue NW, Room N-5311  
Washington, DC 20210***

Company does not use in-house media in accordance with the normal procedures used for the recruitment of this or similar positions as required under 20 CFR 656.10(d)(1)(ii). Therefore, this posting was not posted using in-house media under 20 CFR 656.10(d)(1)(ii). Please be advised that a physical copy of this notice was posted in a conspicuous location on our business premises, 11011 N. 23<sup>rd</sup> Avenue, Phoenix, Arizona 85029, specifically in the Lunchroom from 11.3.2022 through 11.22.2022. As a result of such posting, we received \_\_\_\_\_ responses from qualified individuals.

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Mark Wright  
Chief Financial Officer

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Date