

**Electrical Estimator
Position Description**

Department: Electrical	FLSA Status: Exempt
Reports to: Electrical Business Unit Mgr	Date: 07-27-17

Primary Function:

Work with Electrical Department Manager to accurately estimate projects, prepare proposals to submit to customers and provide preliminary project schedules based on the estimates.

Essential Duties and Responsibilities:

- Provides accurate material take offs and accurately estimate project hours from Blueprints.
- Reviews data to determine material and labor requirements and prepares itemized lists.
- Computes cost factors and prepares estimates used for management purposes such as planning, organizing, and scheduling work; preparing bids; selecting vendors or subcontractors; and determining cost effectiveness.
- Conducts special studies to develop and establish standard hour and related cost data or effect cost reductions.
- Consults with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.
- Interfaces with other individuals in the organization to obtain support and commitment to the cost estimates.
- Analyzes completed projects to compare estimated costs to actual costs and determine the reason for any discrepancies.
- Provides improvement recommendations to cost estimating procedures to reduce future discrepancies between estimated and actual costs.
- Required to meet customer deadlines for proposal preparation and submittal.
- Visit customer sites when necessary to determine electrical installation requirements needed to complete estimates per customer request.
- Identifies cost trends to assist management in cost reduction and process improvement efforts.

Promote and actively embrace the concept of professionalism, with an emphasis on quality, commitment, integrity, ingenuity, teamwork, the community and the environment. Safety is a deeply rooted cultural value and it must be promoted and enforced at all times.

Minimum Qualifications/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or three or more years related experience and/or training; or equivalent combination of education and experience.

It would be helpful to have an understanding of basic electrical systems, components and requirements and prior estimating experience.

Other Qualifications

The physical demands and work environment described here are representative of the conditions that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

This position requires some travel to meet potential customers, develop relationships and attend trade shows and conferences. Travel expected to be around 25 – 30%.

Work Environment

While performing the duties of this job, the employee is generally exposed to a normal office environment. However, occasionally, the employee will be exposed to a fabrication shop environment that can be loud, cluttered and with occasional exposure to moving parts.