

**Junior Estimator
Position Description**

Department: Various	FLSA Status: Non-Exempt
Reports to: Business Unit Manager	Date: 2/13/2018

Primary Function:

Works with Estimators, Account Managers, and Business Unit Managers to accurately estimate projects and prepare proposals.

Essential Duties and Responsibilities:

- Analyzes customer submitted RFQ's including drawings, specifications, and other documents
- Performs material take-off's of drawings and organizes required materials to send out for quotation
- Identifies qualified vendors and subcontractors and communicates with them to receive quotations as required.
- Coordinates with internal departments as required to ensure compliance with RFP requirements
- Assists Senior Estimators as needed in following up with suppliers, preparing schedules, etc.

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:

High School diploma or equivalent.

Must be able to read and understand fabrication drawings. Design or fabrication experience is preferred.

To perform this job successfully, an individual must have experience with Microsoft Office Suite, specifically Excel and Word. Individual should have knowledge of some computer software programs; ie. Accounting/ Inventory/Manufacturing/Order/Project Management software.

Must be willing to occasionally work extended hours in order to meet proposal deadlines.

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

Position requires the employee have the ability to speak and hear clearly. The employee is frequently required to sit for extended periods of time; utilize a computer and keyboard; reach with hands and arms as well as use hands to manipulate, handle, or feel objects. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The job requires occasional overtime.

Work Environment

While performing the duties of this job, the employee is generally exposed to a normal office environment. The position requires the employee to occasionally be exposed to heavy industrial environment during fabrication shop visits where they may be exposed to eye and noise hazards, powered industrial equipment, as well as hazards associated with moving parts. Employee must be able to maintain situational awareness and wear personal protective equipment necessary to mitigate these hazards (e.g. hearing protection, safety glasses, safety shoes, etc.).