

Estimator

Estimators are responsible to the Division Manager, or person designated by the Division Manager, for the assigned functions being performed in accordance with the policies and procedures of the company. It is their responsibility to assist in achieving the division's aims and goals while operating within the guidelines of the company.

The responsibilities set forth, but not limited to, are:

General Summary: Work will consist of knowledge of installation, alterations, additions and/or repairs of electrical systems, conductors and associated materials and equipment within the commercial, industrial and residential electrical construction industry.

Responsibilities:

Operations

1. Monitor, control, schedule and balance work load for assigned administrative personnel.
2. Attend weekly meeting to review information on the Weekly Meeting Report and discuss upcoming workload.
3. Accountable to management for furnishing accurate and updated information for the Weekly Meeting Report.
4. Adherence to the Company's established policies and procedures concerning, but not limited to, the following:
 - a) Division Calendar to assure that weekly, monthly and quarterly schedules are met.
 - b) Division Office Operations Procedures (**GPOP**).
 - c) Vehicle usage.
 - d) The Hazard Communication Program.
 - e) The Substance Abuse Program.
 - f) Policies concerning suppliers.

Engineering

1. Monitor and control estimating including, but not limited to, the following:
 - a) Assure that the estimate is entered into the Estimate Log.
 - b) Assure the adherence to all paperwork and other procedures.
 - c) Preparation, bidding and re-estimate of assigned jobs, work orders and change orders.
 - d) Recommend changes concerning material, labor, and EPAS.

Position Requirements:

Licenses - Current driver's license if required by job conditions; applicable federal, state and local licenses as required by job conditions or by the company.

Certifications - Applicable federal, state and local certifications as required by job conditions or by the company.

Education - High School Graduate, holder of G.E.D., or equivalent Deftech training.

Experience - Required or necessary experience and/or training to assure all aspects of position are performed efficiently and productively while operating in accordance with policies and procedures of the company.

Working Conditions:

1. Majority of work is performed in office environment.
2. Visits to job sites require exposure to all elements (heat, cold, rain, snow), depending on time of year and job location.
3. Must be able to utilize construction site sanitary facilities (Porta-Johns).
4. Wear personal protective equipment as required in Safety Handbook.
5. Able to work 40 hours per week, overtime as required, night shifts; work out of town if required.

Skills:

1. Plan, direct, and coordinate an entire activity.
2. Evaluate information and analyze problems logically to develop solutions.
3. Express ideas clearly to others.
4. Work with figures quickly and easily.
5. Deal with people in actual job duties beyond giving and receiving instructions.
6. Work independently.
7. Understand the meanings and relationships of words and use language effectively.
8. Work with numbers accurately to review budgets, materials, and time schedules.
9. Make decisions based on personal judgment.
10. Perform a variety of duties which may change often.
11. Deal with people in actual job duties and have agreeable working relationships.
12. See details and recognize errors in written material, numbers, charts, or tables.
13. Communicate well.
14. Comprehend and practice safe work procedures as outlined in Company Safety Handbook.
15. Operate company vehicles with manual and automatic transmission.

Physical Function:

1. Hear and see well (either naturally or with correction).
2. Sit for long periods of time.
3. Speak clearly.
4. Must be able to make transition from employee parking area or street into construction work areas and to gain access to all levels of the building, even if the only means of access is by O.S.H.A. approved site construction ladder, or stairs still under construction but acceptable for use.
5. Repetitive use of arms, hands and fingers.

(This description covers the principal duties and responsibilities of the job. The description shall not be interpreted as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day).