

Standard Procedure

Job Description: Estimator

1.0 Job Title:
Estimator

2.0 Department:
Sales/Estimating

3.0 Job Description Summary:

Work with specified company sales representative and with other company sales representatives to develop proposals, estimates, layouts, design assistance and detail of projects for the company. Provide technical assistance to personnel within the department.

4.0 Reporting Relationships:
Reports to: Sales Manager

In the course of the daily work activities the estimator will advise the particular sales representative(s) of the status of project estimates and proposals he is working on for them. As required or needed on a project by project basis, the estimator will receive design advice from the sales representative, the Design Advisor or the Drafting Department Manager.

5.0 Requirements:

5.1 Education:

Required: High School Diploma
Preferred: Associate Degree in Technical Field

5.2 Experience:

Required: Five years experience in the building trades.
Preferred: Five to ten years experience in the building trades including experience in drafting (CAD) and estimating.

5.0 Requirements - Continued:

5.3 Skills Knowledge and Abilities:

Ability to communicate with people in the gathering of information for development of proposals, estimates, layouts, design assistance and detail of projects for the company. Thorough knowledge of building designs, materials and construction techniques. Ability to take materials, building concepts and building trades information and develop them into proposals and specifications.

5.4 Mental:

5.4.1 Mathematics: Ability to perform mathematical calculations. Knowledge of industry standards and regulations.

5.4.2 Language: Ability to read, write and speak in English to prepare documents or reports and communicate to customers, vendors, subcontractors and company employees.

6.0 Working Conditions:

Most work conducted in environmentally controlled office environment. Limited travel to customer sites for review of construction and/or investigation for estimating purposes.

7.0 Essential Functions:

7.1 Authorities and Responsibilities:

7.1.1 Authority:

Receives sufficient authority from and is responsible to the Sales Manager. Full authority to manage the functions within the specific area of responsibility.

7.1.2 Responsibilities:

1. Responsible for work performance within the specific area of work.
2. Responsible to develop, monitor and control the schedule for work load within area of work.
3. Responsible to assure that all work is properly checked and receives necessary approvals before it is submitted to clients for acceptance.
4. Responsible to assure that all work is properly checked for accuracy, thoroughness and completeness before it is forwarded to contract administration for project set-up.

7.1.3 Duties and Tasks:

1. Maintain schedule of work for estimating of projects within scope of area of work.
2. Secure technical assistance and advice from company personnel and/or trades people as required.
3. Use correct materials in estimates from correct material lists and/or from acceptable vendor sources.
4. Secure required information from staff structural engineer for proper code and/or structural compliance.
5. Contact sources of supply or services to gather technical data and pricing necessary for estimating of projects.
6. Work with the sales representative(s) to develop the estimates, CAD drawings and proposals.
7. Secure accurate labor hour estimates from personal knowledge, history and from advice from other company personnel.
8. Review developed estimate(s) with the sales person(s).
9. Help prepare and review written specifications with the sales person(s).
10. Develop thorough, accurate and complete estimate summary sheets prior to and for project turn ins.
11. Provide technical assistance and/or project information to departments and personnel who follow behind sales/estimating after the sold project turn in.
12. Attend meetings as required for project estimating status updates or for regular departmental scheduled meetings.

7.1.4 Judgment and Decision Making:

1. Demonstrating good judgment and reasoning in investigating and solving problems.
2. Respecting the confidentiality of customer, company and personnel information.

7.1.5 Relationship with Others:

1. Maintaining cooperative working relationships with supervisors and other company employees.

7.1.6 Planning and Time Utilization:

1. Consistently showing ability to recognize and deal with priorities.

7.1.7 Attendance and Reliability:

1. Always providing proper and advance notifications of absences.
2. Not abusing or taking advantage of personal days off.

7.1.8 Other Job Criteria:

1. Performing other duties as may be assigned by supervisor.

This position description has been reviewed, accepted and approved by the following:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

General Manager: _____ Date: _____

SAMPLE