

**Estimator
Position Description**

Department: Various	FLSA Status: Exempt
Reports to: Business Manager	Date: 7/18/2017

Primary Function:

Work with Account Managers and Business Unit Managers to accurately estimate projects and prepare proposals, including project schedules.

Essential Duties and Responsibilities:

- Analyzes customer submitted RFQ's including drawings, specifications, and other documents
- Calculates labor, material, and other costs required to execute a given scope of work. This includes identifying qualified vendors and subcontractors.
- Prepares preliminary project schedules in MS Project.
- Prepares quotations and proposals as necessary to meet customer requirements.
- Works with Account Manager and other departments to ensure availability of necessary resources – including manpower, equipment, and materials.
- Analyzes completed projects to compare estimated costs to actual costs and determine reasons for any discrepancies.
- Identifies cost trends to assist 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.) from two-year College or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

Must be able to read and understand fabrication drawings.

Must have an understanding of manufacturing processes in order to accurately estimate costs and lead times. Five or more years of direct experience in metal fabrication is required.

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.).