

**Estimator
Position Description**

Department: Various	FLSA Status: Exempt
Reports to: Business Unit Manager	Date: 5-14-2019

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.
- Provides support, as required, for the preparation of technical proposals.
- 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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel, crouch, climb stairs and ladders. The employee must occasionally lift and/or move up to 10 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. However, occasionally, the employee will be exposed to a fabrication shop environment that can be loud, cluttered and with occasional exposure to moving parts.