

Estimator

Summary

The Estimator is responsible to forecast project costs by gathering details and compiling data to estimate all production costs according to drawings and specifications. He/She will prepare complete, clear, and concise bids and/or budget proposal estimates, and design/build proposals in accordance with the exemplary work standards set forth by Pagett Electric.

Qualifications

- Demonstrates understanding and enthusiastic agreement with the vision and mission of Pagett Electric.
- Pass a background check, including drug test.
- Requires 1-5 years of experience in the commercial electrical industry.
- Must be familiar with establishing cost estimates.
- Strong communication skills, English/grammar, math, and logical reasoning.
- Experience with MS Office Suite.
- Familiar with standard concepts, practices, and procedures within the commercial electrical industry.
- Experience with reading electrical plans and specifications, of all trades, to identify materials, labor, equipment, and services needed to meet project requirements.
- Ability to oversee multiple projects at one time and work both independently and under direct supervision.
- Must possess an aggressive desire for constant improvement.

Responsibilities

- Generates high quality work in alliance with the vision and mission of Pagett Electric.
- Typically works under direct supervision.
- Works well with others to effectively reach common goals.
- Works independently to develop specific goals and plans by prioritizing, organizing, and accomplishing work with creativity and a certain degree of latitude.
- Relies on personal judgment, resourcefulness, and experience to accomplish tasks.
- Helps to determine necessary resources for projects based on cost estimates and budgetary constraints—taking into account raw materials, labor, equipment, tools, labor and transportation for estimates.
- Pricing and project change orders.
- Effectively and efficiently resolves material order problems with vendors in a calm and professional manner.
- Assists in staffing, outlining project plans, setting project goals/deadlines, and evaluating performance.
- Various tasks as assigned.