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| <b>Job Title:</b>      | Electrical Estimator |
| <b>Position Type :</b> | Full Time            |

**Job Purpose:**

An Electrical Estimator is responsible for determining cost and potential profitability for commercial, and residential projects.

**Responsibilities:**

- Estimates time, materials and labor required for each job.
- Studies new equipment lists and options, market buying trends, company policies and promotions, and rebate incentives offered by utility companies and manufacturers.
- Audits all company contracts, incentives and rebates.
- Returns new customer phone calls within 24 hours.
- Schedules prompt and convenient estimate appointments for customers.
- Audits and orders customer care and estimate supplies.
- Supplies secretary with completed estimate for processing.
- Delivers estimate package to customer.
- Audits HVAC installers, refrigeration technicians, and sheet metal fabricators actual hours versus estimated hours.
- Inspects completed job and ensures customer satisfaction.
- Employs customer Code of Ethics.
- Collects payments for each job in accordance with contract and company policies.
- Monitors cellular telephone for communication from office.
- The primary responsibility to develop accurate and timely electrical construction estimates on which we base competitive bids and proposals for our client-base of General Contractors, Owners, Developers and end-users.
- Analyze and interpret detailed drawings and specifications.
- Determine and price value-engineered alternatives to plans and specifications.
- Perform budget pricing from schematic drawings and narrative.
- Draft scope letters, proposals and vendor solicitations.
- Attend job walks; pre-bid meetings; collaborations and conferences with clients and design professionals.
- Support the Chief Estimator with the functioning of the Estimating Department; the education and development of junior personnel; on-going development and maintenance of computerized estimating programs and databases; congenial relations with clients and vendors.
- Work under deadline pressures in an efficient, composed and calm manner.
- Other duties may be assigned.

**Education, Skills and Experience:**

- **3+ YEARS EXPERIENCE in Estimation role with a construction company**
- Experience in electrical estimation

*ALBD is an Equal Opportunity Employer and committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, religion, sex, sexual orientation or national origin.*



- EBM software experience
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work with mathematical concepts such as algebra, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Strong communication skills
- Good organization skills
- Team player
- High computer literate (i.e. Microsoft Word, Excel, etc.)