

Sr. Electrical Estimator

Department: Pre-Construction

Reports To: Vice President of Preconstruction

Job Summary:

Works with clients, architects, engineers, subcontractors, suppliers to plan cost factors for building projects. Analyzes blueprints, specifications, proposals and other documents in order to prepare time cost, and labor estimates. Must have exceptional ability in reading and interpreting Plans, Specifications, and any other documentation associated with constructing commercial buildings and sites. Must be able to calculate site grades and have an understanding of engineering layout as applicable to the field.

Primary Responsibilities:

- Creation of Bid List including Subcontractors and Suppliers. Must confirm bidding intentions, subcontractor's capabilities, and references.
- Creation of supplemental instructions to bidders based on the project specific requirements to confirm all areas are covered cost when applicable.
- Work with project managers on take-offs and pricing as required.
- Work with staff prior to and on Bid Day to confirm all bids are submitted and all scopes have been confirmed for accuracy and coverage.
- Work with project managers to set up final project budget to proceed with project set up and contract issuance.
- Capable of providing conceptual estimates based on your drawings, quantities and other preliminary data.
- Contacting, meeting and follow up with prospective owners.
- Attends and participates in design engineering meetings coordinating Electrical discipline on behalf of the company against all other disciplines.
- Studies architectural, civil, structural, and mechanical specifications and drawings in relationship to electrical requirements.
- Performs conceptual estimating from owner's budgetary needs until issuance of construction drawings.
- Performs quantity survey takeoffs for all electrical items as detailed on drawings.
- Compiles subcontract and/or vendor information packages for quotes.
- Evaluates and verifies subcontract and/or vendor scopes of work against requirements.

- Performs data analysis and entry into computerized estimating system to produce quality estimates.
- Communicates and coordinates with the project development department regarding schedules and deadlines.
- Performs other duties as assigned.

Basic Qualifications and Work Experience

- **Education:**

B.S. Degree in an Engineering Discipline, supplemented by an MS in Construction Management, or ten or more years of related experience.

- **Knowledge of:**

- Alternate methods of installation
- Building code
- Wiring systems and how to perform all phases of project installation
- Purchasing sufficient to be able to understand the base price level of relevant materials
- National Electrical Code
- Commercial electrical construction
- Windows databases, spreadsheets, and word processing software
- Sales tax regulations
- Tools and tool uses
- Purchase Orders and subcontracts
- Safety and OSHA standards
- Value engineering alternatives and the application
- Electrical materials and which vendors supply the correct material

- **Skill in:**

- Taking direction and receiving instructions
- Supporting a department with multiple employees
- Mathematics sufficient to be able to perform electrical calculations
- Mathematics sufficient to be able to perform addition, subtraction, multiplication, division, and geometry
- Managing others so that the work assignment gets completed
- Effective written and oral communication sufficient to be able to elicit and communicate information, achieve understanding and persuade internal and external customers
- Operating a computer
- Prioritizing and reprioritizing to meet job needs
- Problem solving
- Organizing work to accomplish tasks
- Managing stress to carry out the work assignments
- reading and interpreting blueprints
- time management
- attention to detail

- establishing and maintaining effective working relationships with supervisors, employees, and internal and external customers
- effective written and oral communication sufficient to be able to elicit and communicate information, achieve understanding and persuade internal and external customers
- **Ability to:**
 - have foresight and insight into the work assignments
 - understand and know the appropriate level of internal and external management to work with in completing the assignments

Physical Requirements:

Sitting, standing, walking, climbing, computer operation, stooping, kneeling, crawling, reaching, lifting (up to 30 lbs.), near vision acuity.

Compensation and Benefits:

Compensation range of \$38.00 to \$48.00 hourly

Our benefit program includes:

- Medical/Dental/Vision Health Coverage
- 6 paid holidays Accrued paid time off
- Company paid Life Insurance
- Short/Long Term Disability
- 401(K) Plan
- Supplemental Life Insurance
- Medical and dependent care reimbursement

E Light Electric is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.