

## Electrical Estimator

**Department:** Preconstruction

**Reports To:** Preconstruction Manager/ Senior Estimators

### **Job Summary:**

Performs estimates to suit customer's needs

### **Primary Responsibilities:**

- Studies architectural, civil, structural, and mechanical specifications and drawings in relationship to electrical requirements.
- 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.
- Performs other duties as assigned.

### **Basic Qualifications and Work Experience:**

#### **Education:**

High School Diploma or GED Certificate. Journeyman License and/or previous electrical field experience.

#### **Knowledge of:**

- National electrical code
- Commercial electrical construction
- Windows databases, spreadsheets, and word processing software
- Electrical materials

#### **Skill in:**

- Taking direction and receiving instructions
- Supporting a department with multiple employees
- Mathematics sufficient to be able to perform electrical calculations
- Effective written and oral communication sufficient to be able to elicit and communicate information, achieve understanding
- Problem solving

- Organizing work to accomplish tasks
- Reading and interpreting blueprints
- Time management
- Attention to detail
- Establishing and maintaining effective working relationships with supervisors, employees, and 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 \$24.00 per hour to \$29.00 per hour

**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.*