



<b>Job Title:</b>	Estimator	<b>Job Category:</b>	Electrical Construction
<b>Department:</b>	Sales & Marketing	<b>Hours</b>	40/week
<b>Location:</b>	St. Catharines	<b>Travel Required:</b>	Occasional (site visits)
<b>Salary Range:</b>	\$92,000-\$130,000/yr	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Kelly Braun	<b>Date Posted:</b>	July 4, 2022
<b>Will Train Applicant(s):</b>	Depends on Applicant's Qualifications	<b>Posting Expires:</b>	N/A
<b>External Posting URL:</b>	<a href="#">Indeed job posting</a>		
<b>Email:</b> <a href="mailto:resumes@kraun.ca">resumes@kraun.ca</a>		<b>Mail:</b> Kraun Electric Recruitment Department 45 Wright Street St. Catharines, ON L2P 3J5	
<b><a href="#">Our Values - SPARK</a></b>			
Our company values are at the core of everything we do. How we do our work is equally important as what we do for work. We hire people who align with these values. We call them our SPARK values.			
<b>Job Description</b>			
Produce comprehensive, accurate and timely estimates for potential projects that range in scale & complexity.			
<b>Roles &amp; Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ Attend formal and informal site visits to gather essential information</li> <li>▪ Attain required documentation (drawings, specifications, etc.) to perform a complete estimate of a project</li> <li>▪ Review documents and consult experts to collect all relevant data</li> <li>▪ Analyze data and potential for risk</li> <li>▪ Provide accurate and comprehensive takeoffs that accurately reflect all costs using estimating software</li> <li>▪ Evaluate vendor bills of materials and pricing for completion</li> <li>▪ Follow Kraun estimating Standard Operating Procedures consistently</li> <li>▪ Identify opportunities to reduce costs in an estimate</li> <li>▪ Keep a precise list of questions and notes for discussions</li> <li>▪ Make logical assumptions to keep estimates moving toward completion</li> <li>▪ Prepare and submit comprehensive, accurate and professional bid packages or proposals</li> <li>▪ Participate in project start-ups with the Project Management Team when awarded a project</li> <li>▪ Perform other duties as assigned</li> </ul>			
<b>Qualifications and Education Requirements</b>			
<ul style="list-style-type: none"> <li>▪ 309A Construction-Maintenance Electrician License or proven experience as an Electrical Estimator</li> </ul>			

## **Preferred Skills**

- Hands-on experience in Industrial-Commercial-Institutional electrical installation
- Proven experience as an electrical construction estimator
- Comfortable with numbers
- Great attention to details
- Effective written and verbal communication skills in English
- Understanding of data analysis and the function of estimating
- Excellent computer skills using Microsoft suite and able to quickly learn software programs
- Well-organized and reliable
- Excellent at fostering relationships inside and outside of an organization
- Comfortable in a schedule-driven environment and ability to constantly meet deadlines and manage work tasks efficiently
- Must be able to work independently, with minimal supervision
- Ability to understand all types of drawings and technical specifications
- Knowledge of the Ontario Electrical Code, Ontario Building Code, fire alarm, and other systems
- Thorough working knowledge of the electrical construction industry
- Strong ability to conceptually estimate electrical construction projects

## **Working Environment & Physical Demands**

- Prolonged sitting
- Routine use of standard office equipment
- Intense concentration for extended periods
- Open-concept workspace in a professional office environment
- Hybrid – some flexibility to work from home

## **Tools Provided**

- Computer technology to work effectively
- Professional training courses as deemed helpful