



## Job Description

<b>POSITION:</b> Estimator	<b>STATUS:</b> Full-Time
<b>DEPARTMENT:</b> Estimating	<b>REPORTS TO:</b> Estimating Manager
<b>HOURS WORKED WEEKLY:</b> 40	<b>COMPENSATION:</b> \$80,000-\$95,000/yr
<b>Created:</b> September 2020	<b>Revised:</b> January 2021

### JOB SUMMARY

Produce accurate and timely estimates for potential projects, as assigned by the Estimating Manager at Kraun Electric.

### DUTIES

- Attend formal and informal site visits to gather information as required
- Attain required documentation (drawings, specifications, etc.) in order to perform a full and complete estimate of a project
- Provide accurate and comprehensive takeoffs that accurately reflect all costs, using estimating software
- Produce comprehensive, complete and accurate estimates and proposals
- Follow the Kraun estimating SOP consistently
- Identify opportunities to reduce costs in an estimate and implements effectively
- Keep accurate list of questions for client
- Keep good notes for discussion at review stage
- Make logical assumptions to keep estimates moving towards completion
- Present a clear picture of the overall job during review including highlighting problems and how they were dealt with
- Prepare and submit a complete bid package for the customer
- Perform other duties as assigned

### EDUCATION

- 309A Construction-Maintenance Electrician License, Electrical Engineering Degree or Electrical Technologist Degree

### EXPERIENCE and SKILLS

- Minimum of 5 years of hands-on experience in Industrial-Commercial-Institutional electrical installation

- Must maintain a clean driving record and hold a valid G driver's licence in Ontario
- Must be detail oriented
- Effective written and verbal communication skills
- Proficient computer skills using Microsoft Suite and Google and its interface is required as well as the ability to quickly learn software programs are definite assets
- Effective interpersonal skills
- 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, fire alarm and other systems

### **Preferred**

- Thorough working knowledge of the electrical construction industry
- Working knowledge of Accubid Pro
- Working knowledge of Accubid LiveCount Pro
- Strong ability to conceptually estimate electrical construction projects

### **SUCCESS FACTORS**

- Works with, Estimating Manager, Business Development and other Estimators to successfully win projects
- Collaborates effectively with many different people and personalities
- Able to get buy-in from both inside and outside the organization
- Customer satisfaction is maintained at a high level
- Adheres the Mission, Vision, Values & Guiding Principals
- Able to juggle multiple quotations at one time
- Applies common sense to identified problems and details actions taken during review

### **TOOLS PROVIDED**

- Computer technology necessary to work effectively
- Professional training courses as deemed necessary or useful

### **WORKING ENVIRONMENT & PHYSICAL DEMANDS**

- Prolonged sitting
- Routine use of standard office equipment
- Intense concentration
- Open-concept workspace in a professional office environment

This job will require periodic visits to job sites so the individual must be able to drive/walk/navigate.