

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Estimator

JOB CODE: 002780

DATE PREPARED: October 1, 1989

Revised: July 15, 1994

SUMMARY STATEMENT

The Senior Estimator estimates the costs associated with various construction and maintenance projects to assist the Engineering Section Chief in preparing bids and solving cost-related problems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise exempt employees. This position reports to the Engineering (Support) Section Chief.

NATURE AND SCOPE

1. Estimates all direct and indirect costs including labor and materials for various construction and maintenance work taking place at NTS or other locations as required;
2. Estimates all labor, maintenance, and indirect costs for construction and maintenance projects including all costs associated with the electrical, structural/civil, and mechanical phases of each job;
3. Estimates the costs of proposed projects so various concepts can be evaluated by engineering personnel to choose the most cost-efficient design;
4. Makes material take-offs from all blueprints or preliminary sketches including rough engineering drawings to determine the cost of material, labor, and indirect charges which may apply to a project;
5. Participates in the review of drawings, blueprints, and cost estimates prepared by the architects and engineers of other contractors or user agencies to determine if these documents are complete, accurate, and conform to the Company's established engineering practices, as required;
6. Maintains records necessary to document recurring and special estimating assignments including studies, analyses, and statistical data to communicate findings to the proper management personnel and to record all actions taken for future reference;
7. Recommends changes to the current policies and procedures which will make the estimating function more efficient;
8. Utilizes computer systems and associated software that have been designed to perform certain estimating routines;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Estimator

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with technical personnel from other architectural and engineering firms as well as Company design and project engineers. The incumbent has occasional contact with construction superintendents and material vendors to understand all the conditions and costs associated with each project.

WORKING CONDITIONS

General office conditions exist most of the time; however, some travel to work sites is required where the incumbent may be exposed to work hazards or adverse weather conditions.

Senior Estimator

REQUIRED WORK EXPERIENCE

This position requires eight years of professional estimating experience related to the construction industry which have provided a thorough knowledge of engineering codes, principles, practices, and techniques associated with cost estimating.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training relating to the construction industry, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.