



Job Title: Estimator
Department: Construction
Reports To: Construction Manager

FLSA Status: Exempt
Location: Sacramento

Our core purpose to provide people with a great place to work and the opportunity to prosper, improving their lives, their communities and their company.

Core Ideology:

These are the essential and enduring principles of our company. Our core values are:

Opportunity to prosper *Responsibility* to get things done
Service that exceeds expectations *Respect* for customers, colleagues and community
Loyalty without entitlement

Job Description:

The Estimator is responsible for estimating and bidding electrical projects. Responsible for pricing all field change orders and material for entry into the accounting system. This position works closely with electrical supply houses, contractors, architects and building officials.

Essential Duties and Responsibilities:

- Bid projects with enough detail to provide accurate budgets and purchase orders
- Help create project plan
- Responsible for computerized estimating system, database, labor factors, updates
- Work with contract administrator regarding bid document requirements
- Production rate tracking and production reporting
- Track and analyze competition and market pricing
- Work with Marketing Department regarding private work
- Work with Field Foreman and Project Manager regarding field change orders
- Work with Architects to provide pre-bid services

Job Requirements:

- Minimum of 3 years' experience with estimating
- High school graduate or equivalent; College degree preferred
- Industry experience and knowledge of prevailing wage is preferred
- Ability to read plans and specifications
- Computerized estimating experience
- Labor factor analysis and modification
- Must have a valid California driver license and favorable DMV record
- Proficient in Microsoft Office and data entry
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately
- Must be able to type 45 WPM and use a ten key calculator by touch
- Effective oral and written communication skills

- High degree of accuracy, attention to detail, and confidentiality
- Ability to work well independently and with others
- Prevailing wage and industry-specific experience preferred
- Must comply with all company policies and safety procedures
- Must have good time management and the ability to meet deadlines
- Adherence to company CPNI policy
- Must actively participate in a team environment and practice “Corporate and Spirit of 46 values”
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Physical Requirements:

- Must be able to climb ladders, sit, bend, stoop, stand or walk for extended periods
- Must be able to travel to job site locations
- Ability to work in extreme weather and temperature conditions
- Must be able to sit for long periods of time
- Must have minimal ability to stand, sit, squat, bend, kneel, twist, crawl, reach lift, balance, carry, push, and pull as required for light duties of standard office clerical positions
- Must be able to lift 20lb. maximum with frequent lifting and/or carrying objects weighting up to 10lb
- Exposure to air-conditioned/heated office environment
- Exposure to low noise levels from office equipment and voices