



## Chief Estimator

### Job Scope

As the Chief Electrical Estimator, you will work closely with our project management, estimating, and sales teams to ensure the successful completion of complex and sizeable projects worth millions of dollars. Your primary role will involve analyzing project requirements, preparing accurate and detailed estimates, and managing cost projections throughout the project lifecycle. To succeed in this role, you should have a strong command of tools such as Excel, AccuBid, and Word, and be able to use them effectively to streamline the estimation process. Additionally, you should possess excellent interpersonal skills to build strong relationships with clients, vendors, and other stakeholders. Your ability to communicate complex technical information in a clear and concise manner will be a key asset in this role, as will your attention to detail and ability to work under tight deadlines.

### Responsibilities

- Take off projects, enter estimates, and write proposals for both mid to large-size construction projects with minimal supervision
  - Review estimates and lead bid review process with management personnel to ensure that bids/estimates are completed on time and with a high degree of quality
  - Assign and coordinate estimating requirements to estimating staff for each project based on schedule and project needs
  - Drive estimating reviews to ensure that all project plans, specifications, and scopes are fully covered by the estimating staff
  - Consults with project managers, clients, vendors, and other stakeholders as required to discuss and formulate estimates and resolve issues
  - Provide guidance, direction, and support to the estimating team to help resolve complex issues
  - Responsible for the accuracy of estimates and guides estimators daily
  - Supervise, direct, train, and mentor estimating staff to ensure company, team, and individual processes and goals are met
  - Manage day-to-day operations of a staff (up to 15 people), including operating budgets, staffing, performance reviews, and work assignments
  - Provide conceptual budgeting advice to clients and project managers based on historical data, past experience, and parametric estimating ratios; effectively communicate thought process
  - Ability to assess project risks and requirements to provide support ranking and selecting bid opportunities; provide strategic input to ensure competitive pricing
  - Develop and maintain a positive relationship with key stakeholders, including general contractors, clients, vendors, company personnel, and estimating staff
  - Track information regarding material types and costs, labor productivity issues, historical data, and current construction trends to incorporate this knowledge into estimates
  - Manage the flow of information within the department to ensure it is timely and aids in accurate estimates

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Manage the accuracy and quality of the estimating database  
Meet with general contractors and participate in bid interviews as required  
Provide management updates and analysis of department KPIs  
Develop scope letters and assist with proposal preparation  
Other duties as assigned

## Requirements

- Strong executive presence with an ability to build and manage effective relationships and department functions in a professional manner  
Excellent communicator to effectively lead the team and provide clear direction  
Ability and desire to train and mentor estimators and PM development candidates ranging from senior estimators to trainees.  
Team player with the ability to collaborate with a wide variety of personnel, both internal and external  
Ability to work with tight deadlines and thrive under pressure while maintaining a calm demeanor  
Expert knowledge of electrical estimating with the ability to anticipate pricing issues and the ability to provide value engineering guidance  
Thorough knowledge of the electrical industry with general knowledge of mechanical, civil, and other specialty trades  
Ability to incorporate the National Electrical Code, building codes, and OSHA requirements into estimates  
Desire to build relationships with key stakeholders involved with the estimating process and actively participate in industry, client, and community relations  
Strong conceptual estimating skills  
Ability to identify process improvement opportunities and lead initiatives to implement change  
Detail-oriented with the ability to communicate clearly and concisely  
BS Degree in engineering, construction management, or related field preferred but not required  
10+ years of electrical contracting or construction experience  
8+ years of electrical estimating experience  
3+ years of senior management or executive-level experience  
Knowledge of Microsoft Office applications