

Electrical Estimator

Best Electric

Job Summary:

BESTCO ELECTRIC, INC. has a position available as an Electrical Estimator to support our team at our MERCED, CA office. Qualified candidates must have thorough understanding of Estimating software and Commercial and Industrial electrical installations and estimating.

Job Description:

The Electrical Estimator will be responsible for planning, coordinating, and performing full electrical estimates. The position also requires preparing Subcontractor and Vendor RFP's, Preparing Detailed proposal letters, Providing Change order assistance on current and ongoing projects, Developing and maintaining estimating database including assemblies and template estimates.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Estimator include, but are not limited to, the following:

- Accurate development of material and equipment take offs from prints and data.
- Accurate development of labor cost takeoffs.
- Accurate development of subcontractor takeoffs from prints.
- Familiarity with ACCUBID is a plus.
- Inform appropriate individuals of job timing, quantities and equipment needs.
- Ensures the quality servicing of customers.
- Responsible for determining what phases or parts of the project will be subcontracted to others, securing, and verifying quotes.
- Where deemed necessary, shop material specifications with various manufacturers and/or suppliers for best prices.
- Responsible for the accurate consolidation of all data from the take-off sheets.
- Assist Project Managers in the development of Change Orders.
- Develop bids and change orders supplying the estimated cost data to the job costing program.
- Perform minor engineering and specification writing.
- Develop full knowledge of the company's estimating and job costing computer systems. Accubid experience is a plus.
- Solicits new business. Must have the ability and aptitude to cold call existing and potential new customers.

- Reviews all Job Cost Summary Reports and evaluates the profitability of all completed jobs.
- Ensure that assigned sales and bid gross profit goals are met.
- Regularly review all online job postings, invitations to bid, emails and any other material and sources that may lead to possible jobs.
- Maintains Bid Tracking Log with bid results and associated data.
- Attend estimating/sales meetings, and project meetings to discuss bid status, and present/resolve issues.
- Perform job walks to ensure that any field conditions have been observed that may affect construction, may impact the prospective bid, and may impact the pre-construction designs and the build services.
- Keeps Company management, project management, clients, general contractors, and all others involved in projects informed of bid progress.
- Manages preconstruction activities during the design phase on design-build & design-assist projects.
- Assists on turnover meetings to operations team upon award of a project.

Qualifications:

- Experienced applicants must have a minimum of 2+ years working for an electrical contractor with direct experience in estimating electrical construction projects as an Estimator.
- Knowledge of electrical power, lighting, and low voltage electrical systems
- Candidate must possess a thorough understanding of electrical design documents in various stages of design completion
- Must be skilled in prioritizing, problem solving, multi-tasking and organizing.
- Excellent communication and computer skills are required.
- Experience organizing and managing complex and diverse estimating projects.
- Excellent verbal and written communications skills.
- Aligns assignments to achieve customer and company objectives
- Must demonstrate commitment to company values.
- Must demonstrate ability to analyze and solve problems.
- Must be a team player

Computer Skills Required:

- Working knowledge and use of Microsoft Office, Word, and Excel. Advanced use capabilities of ACCUBID or other related Estimating software systems.
- Auto Cad knowledge is a plus.

What we offer:

- Competitive Compensation
- 401K
- Vacation pay
- Holiday pay
- Full Medical benefits including Dental and Vision.
- Training

We offer our employees a competitive salary and comprehensive benefits package and are always looking for individuals with the talent and skills required to contribute to our continued growth and success. Equal Opportunity Employer/Veterans/Disabled.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor or his/her designee.