



--Custom Fabrication Division--

-POSITION DESCRIPTION-

Job Title: Estimator
Reports To: Division Manager
FLSA Status: Non-exempt
Revision Date: April 4, 2022
Revision No: 2

POSITION OVERVIEW

Analyze drawings, specifications, proposals, and other documentation to prepare time, cost, and labor estimates for products, projects, and services.

ESSENTIAL RESPONSIBILITIES

- 1.) Consult with customers, sales representatives, engineers, designers, estimators, or other individuals to discuss project requirements.
- 2.) Review data to determine material and labor requirements; prepare itemized lists.
- 3.) Consult with Operations to determine material and labor requirements for time and material jobs.
- 4.) Consult with purchasing and solicit vendors to determine costs of materials and labor from outside suppliers.
- 5.) Compute cost factors and summarize into cost estimates using quoting templates; cost estimates are reviewed for accuracy by others; final margin may be assigned by others.
- 6.) Prepare formal quotations for review and approval by senior estimator and/or Division Manager prior to presenting to customers.
- 7.) Support engineering and manufacturing during new project launch as needed.
- 8.) Participate in project cost reviews, cost reduction teams, etc to identify cost drivers and provide recommendations based on controlling cost.
- 9.) Validate quoting methods through process reviews, time studies, prototyping, etc.

- 10.) Provide costing input and analysis as required in support of new product development.
- 11.) Maintain a clean, orderly, and safe work environment; promote housekeeping and safety in the shop.
- 12.) Perform all other duties as assigned.

QUALIFICATIONS

Associate's degree from a two-year college or technical school and a minimum five years fabricating experience or equivalent combination of education and experience as determined by the Division Manager; sound metal fabrication background; ability to read and interpret documents, drawings, manuals, etc.; capable of using measuring instruments such as micrometer, caliper, and tape; strong mathematical aptitude using whole numbers, decimals, and fractions; strong organizational, communication, and leadership skills necessary; successful in problem solving especially in situations with limited standardization; reasonable typing skills; familiarity in using Microsoft Excel and Word; ability to multi-task.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of the essential functions of this position that must be met by an employee to successfully perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls. This job requires that the employee occasionally bend, twist, reach and lift of up to 50 lbs. The employee must be able to hear and communicate verbally. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.