

Electrical Estimator/Project Manager

Job Description:

Estimate and manage projects related to electrical construction.

Responsibilities:

- Calculate costs by analyzing labor, equipment, material, sub-contractor bids, and time requirements.
- Review and interpret project plans, drawings, and specifications.
- Monitor quality and cost control to ensure work is performed in accordance with the project schedule.
- Prepare and submit material and equipment submittals.
- Establish and maintain relationships with customers, subcontractors, and vendors.
- Perform quantity take offs and generate bid tabulation sheets.
- Analyze special safety and code requirements on all projects.
- Visits customer field locations to identify conditions.
- Have excellent communication with job-site superintendents.
- Monitor job costs and project time and fiscal requirements for your jobs.
- Troubleshoot and resolve issues for the project.
- Be able to handle numerous bids/projects at one time.
- Accurately estimate jobs from 10 k to 10 million.

Qualifications:

- Strong math, quantitative, and analytical skills.
- Excellent organization and time management skills.
- Proficient with computer software (MS Excel and Word, Timberline, and some type of estimation program).
- Present excellent customer service and communication skills.
- Engineering or Construction Management degree is preferred.
- Estimating experience and field knowledge is preferred.