

JOB POSITION DESCRIPTION

Electrical Estimator

General Job Description

The electrical estimator is responsible for reviewing, estimating and preparing electrical quotes and proposals and implementing measures to increase the company's effectiveness and efficiency.

Location

Denver, CO

Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the estimating process at Weifield finding ways to be more efficient and profitable. This involves conducting meetings with members of the Weifield management team to discuss bidding strategy and targets.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of improvement in terms of efficiency and company effectiveness, developing appropriate solutions.
- *Strategic Guidance:* Develop strategic direction analysis for Weifield as an organization. Make recommendations as to courses of action in terms of strategy for all sectors of the company.
- *Tool Analysis:* Research potential tools to enhance efficiency and effectiveness of the business processes. Tool analysis and development should be executed closely with both software development and the chief technology officer.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Recruiting:* Continually seek and refer potential employees to the Weifield Human Resources department and the management team.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

Qualifications/Skills Required

- Candidate must have 3 to 5 years of electrical estimating experience.
- Excellent quantitative and analytical skills are mandatory.
- Possess basic understanding of the electrical industry.
- Candidate must have entrepreneurial approach to problem solving and the ability to handle a variety of tasks.
- Possess excellent written and oral communication skills.
- Motivated, detail oriented and will not accept second best.

- Possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Candidate must be self-motivated and flexible to accommodate changes in Weifield's business strategies.
- Candidate must be willing to travel as needed.
- Possess computer knowledge that includes MS Office, Accubid, Visio, and CAD, with the ability to learn new software quickly.

Reporting

The electrical estimator reports to the operations manager.

Supervisory Requirements

The electrical estimator has limited direct supervision responsibility.

Measurements (90 day and yearly)

The electrical estimator's success is measured by the following criteria:

- ability to start and manage projects without guidance
- development of process and tools that streamline operations and cut costs
- able to bring answers to the table and implement solutions quickly
- yearly evaluation

Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	DOE
Employee Health Insurance:	Healthcare 100% of the "Base Plan" by WGC 1 st of the month following 60 days of employment, not to exceed 90 days of employment
Family Health Insurance:	N/A
Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Disability & Accident Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Life Insurance:	Portion paid by employee based on coverage selection after 60 days of employment, not to exceed 90 days of employment
Flex Pan:	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 60 days of employment, not to exceed 90 days of employment PTO: After six months, accrue five days per year 1-3, 10 days per year 3-5, 15 days per year after 5 years. Seven paid holidays per year.
PTO:	After six months, accrue 5 days per years 1-3, 10 days per years 3-5, 15 days per year after 5 years. Seven paid holidays per year.
401k:	Participate at one year. Weifield matches 100% of investment up to 4%
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Schedule: ment up to 4%
The anticipated work schedule for the estimator will average 45 to 50 hours per week. Early morning, evening or Saturday work may be required.

Current Drivers License Required: Yes

Journeyman License: Preferred

Due to the nature of this position additional time may be needed in order to complete a bid by the bid date with no additional compensation.