

JOB POSITION DESCRIPTION

Jr. Electrical Estimator

General Job Description

The Jr. 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 Office

Main Objectives of Jr. Estimator

- Learn the strategies and processes of the Estimating Department and follow them on every project.
- Bid new work with a win ratio of 15 – 25%.
- Assist others in the department with larger projects.
- 100% of projects to be profitable.
- 100% Customer Satisfaction.
- Build and Strengthen Existing and New Relationships.
- Proactively bring VE ideas to each estimate.
- Work 50-60 hours per week
- Separate Weifield Group Contracting through the preconstruction process.

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 critical 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 potential improvement in terms of efficiency and Company effectiveness, then develop 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.

WEIFIELD Junior Electrical Estimator Position Description

- *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 Expected of Position

- Excellent quantitative and analytical skills.
- Be understanding of the electrical industry.
- Entrepreneurial approach to problem solving.
- Excellent written and oral communication skills.
- Intrinsically motivated, detail oriented and not accept “second-best.”
- Possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Self-motivated and flexible to accommodate changes in Weifield’s business strategies.
- Willing to travel as needed.
- Excellent computer skills including a mastery of MS Office products and Accubid program.
- Ability to learn new software quickly and knowledge of basic graphic software such as Visio and CAD.

Reporting

The Jr. Electrical Estimator reports to the Chief Estimator.

Supervisory Requirements

The Jr. Electrical Estimator does not have direct supervisory responsibility at this time.

Measurements (continually with yearly overview)

The Electrical Estimator’s success is measured by the following criteria:

1. Ability to start and manage projects without guidance from management.
2. Development of process and tools that streamline operations and cut costs.
3. Propensity to bring answers to the table and implement solutions quickly.
4. Position Evaluation Form.

Compensation Package

WEIFIELD Junior Electrical Estimator Position Description

Start Date:	TBD
Status:	Full-time
Pay Rate:	TBD
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 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%
Schedule:	M-TH 7:00A – 5:00P and F 7:00A – 3:00P
Current Driver’s License Required:	Yes

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.