

Job Description

Title:	Estimator	ID:	
Department:	Purchasing	Location:	Indianapolis
Division:	Signworks Indianapolis	Reporting to:	General Manager
FLSA Classification:	Exempt	Employment Type:	Full Time
Created Date:	1-1-2021	Version:	1.0

Position Summary

The estimator is responsible for developing cost estimates on both large and small projects under direct supervision for production as required by clients' documents. Assists with the preparation and coordination of full estimates on large and complex bids for orders and projects as required by client's documents to provide complete conceptual and/or total bid price.

Essential Duties and Responsibilities

- Reviews production documents and understands scope of work to bid.
- Executes takeoffs of art files, construction documents, & specifications
- Inputs takeoffs into a computer spreadsheet or database.
- Obtains pricing for materials.
- Distribute drawings to appropriate vendors for estimates from subcontractors/vendors.
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items.
- Develops and maintains cost data, including labor and equipment rates, installation methods and production rates.
- Where predetermined standard(s) are not available, makes an estimate.
- Informs the immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database.
- Develops and maintains resource information on products, vendors, subcontractors, government requirements, etc.
- Works closely with the Art Department to make sure that drawings are accurate.
- Meet with Sales Staff as needed to answer questions about the drawings.
- Ensure accurate documentation of projects to be manufactured.
- Price and prepare change orders and communicate changes with the necessary staff and vendors.
- Provide problem resolution for Production and Installation staff, may require communication with Vendors.
- Attends departmental meetings as required.
- Photocopies/Scans documents and plans,
- Prepares & Reviews work orders and jobs for production.
- Develops and improves specifications for vendors to meet our Standards.

Core Competencies

- Problem Solving.
- Collaboration Skills.
- Communication Proficiency.
- Ethical Conduct.
- Thoroughness
- Time Management.
- Strategic Thinking.

Skills and Abilities

- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, detail oriented traits, and multi-tasking skills.
- Ability to work with various personality types.
- Valid Driver's License
- Predictable and consistent behavior with Attitude, Attendance, and Performance.

Education & Experience

- Minimum of High School Diploma or Equivalent
- College Degree Preferred
- 3-5 Years Experience in a related or similar role.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.