**Job Title:** Chief Electrical Estimator **Status:** Full-time/exempt

**Reports to:**  Preconstruction Manager **Work Schedule:**  Flexible within normal operational hours

**Overview:**

Highly detailed work comparing contract specifications to submitted bids to ensure that factors like size, quantity, color, and timing are aligned with customer specifications

**Summary of Roles and Responsibilities:**

* Reviews specifications and plans to determine the scope of work on projects
* Develops and maintains relationships with all project managers, superintendents, subcontractors and estimators
* Assesses needs and gathers information from multiple stakeholders at the onset of a new project; presents data and information
* Meticulously attends to a myriad of details
* Works closely with Project Accountants and others to forecast costs and set appropriate pricing to result in predetermined margins of profitability
* Vets subcontractors and bids for minimum qualifications, experience and suitability for jobs
* Maintains open and frequent communication with PMs, other Estimators, Foremen, General Foremen, Superintendents, Subcontractors, Accounting team, vendors, owners and clients
* Spends significant time on the phone every day
* In meetings and on job sites, fosters an environment of reliable safety, high quality, accuracy, and completeness
* Conducts gap analysis when projects close comparing actual costs to anticipated costs, profits, and timelines; makes recommendations for future bids; communicates lessons learned to all appropriate parties to prevent mistakes and repetitive problems; seeks out ways to improve scheduling, quality, efficiency, communication and procedures
* Other duties as assigned

The person in this role will uphold the culture of J.F. Electric on company premises or at company sponsored events.

 **Required Education, Experience or Background:**

* Bachelor's degree in Construction Management, Engineering or Business preferred, but not required
* 10+ years' Construction or Electrical contracting experience required
	+ Degree may count towards years of experience at employer's discretion
* Accubid Enterprise experience is a plus
* Senior electrical estimator experience is a plus
* Commercial and industrial project (C&I) experience is required
* Ability to adhere to a schedule and reliably show up for all scheduled shifts on time
* Strong skills with organization and attention to detail
* Computer proficiency required; Prima Vera and MS Project experience would be beneficial
* Experience with detailed plan review and quantity surveys helpful
* Analytical skills and critical thinking skills required
* Classes in project management, construction, costing or analysis heavily weighted; exposure to or experience in engineering, construction or project management a plus
* Solid communication skills required; ability to assertively and respectfully push for information essential
* Extensive travel to job sites required

 **Physical Requirements of the Role:**

* Must be able to drive, have drivers' license and clean driving record
* Ability to focus on detailed work for prolonged periods of time is essential
* Sitting, standing, walking, keyboarding, talking on the phone