

# Job Description



**Position Title:** Electrical Estimator  
**Classification:** Regular, Full-time  
**Reports to:** Director  
**FLSA Status:** Non-Exempt  
**Supervises:** N/A

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## **Primary Function**

The Electrical Estimator will be responsible for identifying new business, building new relationships with general contractors and assisting in the continuous development of our existing client base.

## **Essential Responsibilities**

- Assist with analyzing the current Central Ohio construction market for trends and opportunities.
- Create their own sales opportunities to provide electrical estimates.
- Understand contract terms, bid requests, proposals, spec books, and blueprints.
- Assist with the completion of individual project bids and proposals.
- Maintain the integrity of our estimating and project management reporting functions.
- Build strong relationships with ownership, operations, sales, service and vendors.
- Complete special projects as requested by the President

## **Necessary Qualifications**

- 5+ years of commercial electrical estimating
- 5+ years of commercial electrical field work
- Previous experience and working knowledge of the current NEC
- A proven track record of leadership and management experience
- Excellent communication, listening and interpersonal skills
- The ability to problem solve and make decisions; keeping clients and employees informed of business decisions
- High integrity and an understanding of the dynamics of a family owned business
- The ability to influence others and the confidence to push back when needed
- Entrepreneurial spirit, passionate and business minded
- The initiative to drive results and to be involved in critical decisions
- Analytical skills; creating customer reports and highlighting key data
- Experience automating processes for efficiency
- Experience with an ERP system a plus
- A Bachelor's degree in construction management or electrical engineering a plus

## **Work Environment**

- Office environment in addition to local travel for meetings and to jobsites

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## Physical Demands

- The employee must regularly lift or move up to 10 pounds and frequently lift or move up to 25 pounds.