

Position Description

SENIOR ELECTRICAL ESTIMATOR

Office Location: St. Louis, Missouri

Reports to: Preconstruction Manager

Job Summary

To perform and manage the preparation of all assigned project estimates. This includes but is not limited to thoroughly reviewing plans, project requirements, specifications, general conditions, supplementary conditions, addenda, Instructions to Bidders, insurance and bonding requirements, prequalification requirements, and any referenced documents or standards applicable to the project. Perform all necessary quantity takeoffs and assembly pricing, obtain material and/or subcontractor quotes, establish crew cost assemblies per given tasks or phases, and utilize rates of production consistent with company capabilities and bidding strategies in collaboration with project management and field operations.

To formally coordinate and fully disclose all specifications, requirements and bidding/performance strategies to the Project Manager and field operations at the time of "hand-off" of all new job awards to insure the successful start-up and performance of projects. Maintain or enhance gross margins, customer relationships, and vendor partnerships in the completion and negotiations of all bids.

Maintain a high level of quality control in the estimating process using industry and UPCO best practices, processes, and procedures in the service of existing customers and while developing new business opportunities with targeted customers or project types. Enhance the image and reputation of The UP Companies through superior project estimating performance and professional communications with customers, architects, engineers and vendors leading to repeat business.

Duties & Responsibilities

1. Understand company Vision, Market Positioning, Goals/Critical Success Factors, and Supporting Objectives associated with the business unit or operating company you support. Conduct yourself in a manner to facilitate the advancement of these goals as well as the individual goals associated with your position and your team.
2. Utilize existing tools and company best practices to accurately and efficiently estimate the general conditions costs, subcontractors, labor, equipment, and materials necessary to fulfill the requirements of the contracts. Innovate where and when needed.
3. Provide the critical interface between customer procurement representatives and The UP Companies to insure that we are maintained on active bid lists and apprised of new business opportunities with new and existing customers. Constantly maintain high quality communications with procurement representatives of all customers.
4. Aggressively develop and implement new methods of obtaining business with new and existing customers while protecting the integrity of gross margin requirements.
5. Regularly monitor actual costs on awarded contracts against estimates to identify areas in which estimates may have been inaccurate or to identify methods of performance that differ from the assumptions upon which the bids may have been based.
6. Accurately and thoroughly complete the Set Up Sheet for new projects to insure that estimates are properly entered into ComputerEase and that vital project information and cost codes are communicated to and coordinated with Accounting and Project Management.
7. If assigned by the Project Manager, to aggressively pursue a favorable buy-out of major material and subcontracted items utilizing relationships, multiple job opportunities, approved substitutions or alternates, and other methods in collaboration with project management and field operations.
8. If assigned by the Project Manager, to assist with the procurement, creation, assembly, and review of submittals and shop drawings as well as Prefab drawings, diagrams, and cut sheets.

9. Participate in regular hand-off meetings to include Project Managers, Job Foreman and other team members when a new project is awarded. Maintain communications with Project Management throughout the project as necessary regarding scopes of work, designations, allowances, and other project issues. As needed, attend and participate in monthly Project Financial Reviews.
10. Insure that Project Managers are familiar with and fully aware of the project requirements and any particular assumptions, understandings (vendor or customer), or means and methods anticipated in the estimate which may need to be included in purchase orders, subcontracts, or even our contract, or just generally understood in order to maintain the integrity of the estimate and our gross margin goals.
11. Insure that the company's interests are protected in negotiations with both the customer and with vendors/subcontractors through the inclusion of our standard clarifications, special or unique clarifications, appropriate clauses or contract document references, and other appropriate terms and conditions consistent with the type of project, duration of the project, and whether it was competitive bid, design-build, or other form of negotiated project.
12. Review and provide approval or comments to the scope section of all contracts received following the UPCO contract review process.
13. Verify plan dates and revisions along with addenda match our proposal and match with the contract that we receive.
14. While communicating with an individual or agency outside of UPCO, maintain strict confidentiality of proprietary information relating to project pricing and performance; customer information; project budgets and project or company financial performance or condition.
15. Ensure that costs and rates used for estimates are based on current and approved amounts generated by the Accounting Department and current labor agreements. Determine that purchase or lease estimates are based on current requests for bids from the company's or subcontractors' suppliers.
16. Maintain a high level of communications between the estimating department and project management to insure that all significant variances between actual and estimated costs are identified and investigated in sufficient time to respond to problem situations in a timely manner.
17. Finds out any licensing requirements associated with opportunities outside of our normal operating geography and whether we have the time or ability to procure any such requirements.
18. Verifies tax requirements or exemptions on a given project. For example, in Kansas on renovation projects, project labor is taxed. Different states and locales have different rules as well as do individual projects.
19. Assure implementation of a high quality process in the development of all bids, submittals and correspondence with customers, architects, engineers, and vendors
20. Monitor and analyze trends in material and commodity pricing as well as availability and lead teams. Keep project management and company leadership informed.
21. Develop strategies and recommendations to avoid spikes and increases in material pricing and to avoid delays in procurement. Protect the integrity of the estimate.
22. Effectively work with other business units or operating companies within the UPCO family to assemble combination bid proposals.

Job Impact

The Estimator's position impacts the day-to-day operations and UPCO's on-going targeted growth and profitability. The Estimator is integral to the successful execution of UPCO's revenue and profit planning process and the success of the estimating and buy-out processes to achieve both profit and performance goals. This position has a significant and critical impact on the ability of project management and field operations to provide excellent service, product quality, timely response, and their ability to achieve sales and financial goals.

Job Authority

The Estimator has the authority to fulfill the duties and responsibilities outlined above and any other authority that may be granted by the Director of Preconstruction.

Job Qualifications

Education

Applicable college degree and/or equivalent years of experience with electrical, carpentry, drywall, or general construction estimating, procurement, field management, or project management. Additional applicable certifications, training, and business exposure is a plus.

Experience

Individual experience, training, education, and attitude will determine the best fit and level within UPCO or one of its operating companies.

Mathematical Skills

1. Ability to work with mathematical concepts (addition, subtraction, multiplication and division) and conversions.
2. Ability to work with statistical data and apply concepts such as whole numbers and fractions, ratios and proportions and work with measurement devices.
3. Ability to work with and convert units of production and convert those units to cost dollars for estimating purposes.
4. Ability to identify and analyze trends.
5. Ability to understand requests for proposals and convert those requests into the terms, standards, and units of production and measurement utilized within UPCO.

Reasoning Ability

1. Ability to handle multiple and changing priorities concurrently
2. Ability to work with practical problems and deal with a variety of variables
3. Ability to interpret instructions furnished in written, oral, diagram or schedule forms
4. Ability to coordinate the schedules of others toward meeting deadlines
5. Ability to identify critical issues and recommend appropriate solutions
6. Ability to reason and make good decisions under pressure
7. Ability to understand requests for proposals and convert those requests into the terms, standards, and units of production and measurement utilized within UPCO.

Physical Demands

While performing the duties of this job, the employee sits, stands, uses hands, arms, and fingers to perform routine tasks. A great deal of time is spent looking at plans, technical data, and specifications both in physical print and on a

computer monitor. Trips to jobsites, pre-bids, walk-throughs, coordination meetings, or sales calls are required as needed.

Work Environment

While most of the Estimator's time is spent in a normal office setting during normal business hours, some is spent in the field and on job sites where there are increased hazard levels. Working in the field or visiting job-sites can entail possible exposure to loud noises, airborne particles, moving equipment with moving parts, overhead hazards, holes, tripping hazards, exposed electrical hazards, open excavations, moving vehicles, etc. All company and project safety rules must be followed in and out of the office. On jobsites, hard hats, hi-viz shirts/vests, and safety glasses are required at all times.

Other Skills and Abilities

1. A commitment to success and being best of class.
2. A desire to learn and grow by capturing and analyzing actual project data and communicating with project management and field operations as to lessons learned and the applications related to current and future estimates.
3. Has a built-in sense of urgency. Not complacent. Competitive nature.
4. Personally subscribes to company core values.
5. Willing to be held accountable for personal performance and key initiatives.
6. Significant experience and learning ability with computer-based estimating, design, and technology information tools and applications.
7. High level of ability with general computer applications such as Word, Excel, Power Point, Blue Beam, etc.
8. Excellent organizational and communication skills (internally and externally).
9. Ability to follow processes and branded protocols.
10. Not afraid to suggest new ideas or process betterments.
11. Ability to receive constructive feedback.
12. Willing to participate in company functions or industry events to expand relationships and awareness of UPCO and our capabilities.
13. Ability to deal tactfully and effectively with human issues in both subordinates, peers, and particularly customers.
14. Ability to create and maintain cooperative team building relationships between estimating, accounting, project management, field operations, and company leadership.
15. Ability to identify and utilize the experience and strengths of team members to complete assignments and put together winning proposals that lead to the attainment of company goals.
16. Ability to analyze trends and respond to those trends.
17. Ability to meet deadlines and effectively work under pressure.
18. Willingness to come in early or stay late as necessary to meet a deadline with quality work.
19. Ability to follow up on bids with our customers. Following up increases the odds of winning by obtaining information or asking questions that could help the GC determine a scope gap or clarification that tilts in our favor. We may also put ourselves in a position to offer some cost or schedule savings. Worst case we determine where we stood in order to keep a pulse on the market, our competitors, and decide how that might influence future bids.



Measurement

1. Attainment of targeted sales levels and the targeted capture rate on bids submitted.
2. Attainment of achieving targeted levels of backlog.
3. Attainment of the targeted Gross Margin levels.
4. Bid accuracy and completeness.
5. Effective communication and coordination with all other company functional areas.
6. Control the breakdown of bids in the set-up process to ensure the company's ability to monitor production and predict project outcomes.
7. Accuracy and timeliness in the communication of estimates, revisions, budgets, schedule changes and the ability to manage the planning process and bid schedules.
8. Other measures as established by the Preconstruction Manager and/or Director of Preconstruction.

COMPANY PROFILE

The UP Companies, one of the region's largest full-service MBE-Certified contractors, offers competitive, all-inclusive solutions for general contractors, owners and facility management professionals. Founded on the ideals of technical excellence, personal responsibility, collaboration and diversity, we pride ourselves on the ability to provide integrated solutions to all clients. Our mission is to exceed the expectations and experiences of our collaborators and clients by utilizing our unique corporate infrastructure to provide safe and innovative solutions, exceptional workmanship, technical excellence and integrity at every level. The UP Companies provides the Best Value per Square Foot.