# **NSCA**

# **Sample Position Description**

# **Title:** Estimator

# **Reports to:** Operations Manager

# **Class:** Full-Time

**Type:** Salary

# **Revised:** 9/15/20XX

**Primary Role:**

# *Responsible for working with sales, service and purchasing to assemble a bill of materials and labor estimate for each pending customer job. Responsible for accurately determining the necessary equipment quantities, pricing and labor needed to complete the job according to company and customer expectations.*

# **Responsibilities:**

# Responsible for surveying the customer job site to obtain information on the system environment prior to bid finalization

1. Work with technical staff to determine system layout
2. Accurately develops bill of materials to include appropriate amount of job-related labor to perform the project
3. Work with CAD Operator to develop a comprehensive set of drawings for the project
4. Assist sales department in creating sales order by using company designated sales order form
5. Responsible for generating comprehensive project description and scope of work
6. Assist sales department in creating job file for installation/technical staff
7. Actively monitors the open bid market via local construction resources

# Other duties as required or assigned by company management

# **Accountability:**

# The Estimator will be accountable to the Operations Manager. Secondary accountability will be to the other management team members, employees and customers of the company.

# **Qualifications:**

# The Estimator shall possess a two-year electronics degree or equivalent combination of education and related field experience. A working knowledge of communications systems is required. Industry certifications may be required in order to perform job functions.

# **Travel:**

# Occasional travel to customer and vendor site is required.

**Additional Skills and Abilities:**

1. Excellent written and verbal communication skills.
2. Must be responsible, self-motivated, self-starter, personable and well-organized.
3. Superior customer service skills to deal with both internal and external customers.
4. Ability to manage multiple tasks simultaneously.
5. Strong interpersonal skills; ability to work with diverse groups.
6. Proficiency in the use of personal computers including such programs as MS Word, Excel, Access, PowerPoint and Outlook.
7. Ability to demonstrate planning, organizing and implementing skills which allow the successful completion of a project by a specific due date.
8. Must be able to effectively handle stressful situations.
9. Must be able to read and effectively interpret general business documentation.
10. Valid and current drivers license.

**Physical, Mental and Environmental Requirements:**

1. Employee is required to stand, walk, climb, sit and use hands and fingers.
2. Some light lifting of objects is required.
3. Reaching, grasping and carrying activities also required.
4. The noise level in the work environment is usually moderate.
5. Although most work is performed inside, occasional outside activities are subject to seasonal temperature fluctuations.

All requirements may be modified to reasonably accommodate individuals with disabilities.

This job description does not list all the duties of the job. You may be asked by supervisors or management to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason as outlined in the employee manual or other written agreement.