

# ELECTRIFY ELECTRIC, LLC



**KEEP IT ELECTRIFYING!**

3235 Old Washington Road, Suite 202 Waldorf, MD 20602

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## Job Description for Electrical Estimator

### Summary:

The Electrical Estimator is responsible for estimating, preparing, and reviewing electrical quotes and proposals for commercial, industrial, and residential projects. This should be done in a manner which increases the company's effectiveness, efficiency, and bid to hit ratio.

### Main Objectives:

Create strategies and processes which increase our bid to hit ratio. Produce bids which are 100% profitable and provide 100% customer satisfaction. Build new relationships and strengthen existing relationships.

### Duties/Responsibilities:

- Analyze blueprints to determine wire lengths as well as suitable outlet placement based on electrical codes
- Determine the amount and type of materials and fixtures needed for each electrical project
- Research market prices for project materials and equipment
- Determine the amount of labor required to complete each project
- Determine the potential profitability of electrical projects to assist management to make sound bidding decisions
- Provide viable solutions to increase project profitability
- Complete and submit competitive project bids in accordance with established guidelines
- Regular updating of cost databases to accurately reflect fluctuating material and labor costs
- Evaluate labor and material costs to determine whether it is more feasible and cost effective to construct electrical components or sub-contract the construction of components to others
- Communicate with clients to determine the scope of each project
- Identify ways to continually improve cost-estimating procedures to reduce inconsistencies between estimated and actual project costs
- Train/mentor/promote the professional growth of the team. Continually pursue opportunities for person career/training development
- Continually seek and refer potential employees to our management team
- Continually seek industry and market information to provide management with the information necessary for successful business development
- Attend networking events

**Requirements:**

- Completion of a post-secondary education electrician training program
- Bachelor's degree in construction science, engineering, construction management, or related field is advantageous
- Certification through the American Society of Professional Estimators (ASPE) or the Association for the Advancement of Cost Engineering (AACE) International is advantageous
- Valid electrician's license is desirable, but not required
- There are no direct supervisory responsibilities at this time
- Willing to travel as needed

**Skills:**

- Detail-oriented
- The ability to read and interpret blueprints and building plans
- Strong analytical skills
- Learn and apply Electrify Electric's approach to problem solving
- Thorough understanding of the electrical industry
- Possess a sound knowledge of electrical codes
- Intrinsically motivated, not one to accept "second-best"
- Excellent organizational skills
- Excellent written and oral communication skills
- Exceptional customer service skills
- Strong interpersonal skills to work in a diverse, dynamic and fast-paced environment
- Self-motivated and flexible to accommodate changes in our business strategies
- Excellent computer skills including a master of MS Office products
- Ability to learn new software quickly
- Knowledge of basic graphic software such as Visio and CAD