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# Electrical Estimator

## **Summary:**

Under the direction of the Chief Estimator, the Electrical Estimator is responsible for analyzing construction drawings, specifications, proposals, and other documentation received for tender bids and to prepare estimates for preparation time, cost, and labour estimates for electrical products, projects, or services, applying knowledge of specialized methods, techniques, or processes. Interfaces with support teams and client contacts to achieve detailed and accurate estimates. Reviews data to determine material and labour requirements and prepares itemized material lists.

## **Primary Responsibilities & Duties:**

- Ability to seamlessly transfer successful estimates to a professional project management team for execution.
- Gather and retain current and accurate data on costs of goods, materials, market labour and equipment rates from suppliers and sub-trades.
- Identify most competitive rates based on cost analysis/comparison.
- Review and evaluate proposal specifications and drawings to determine scope of work and the content of the estimate.
- Quantify all aspects of the tender document, including tender requirements, written specifications and project drawings.
- Solicit supplier quotations for material, equipment and sub-trade quotations, whether internal to TESC departments or from an external supplier.
- Attend pre-tender meetings, including estimate reviews and tender closings.
- Prepare detailed, accurate, professional estimates by calculating material quantity take offs, equipment and labor rates for tender verification.
- Recommend multiple scenarios based on cost, engineering quality, or material availability.
- Advise management regarding cost and schedule fluctuations, changes in available materials, or other factors affecting construction.
- Prepare final estimate summaries, ensuring they address scope, pricing and are comprehensive.
- Review estimates with TESC management as appropriate or as directed to by management.
- In association with central closing, submit completed tenders in a timely manner.
- Prepare Tender to construction revision and costs impact.
- Prepare and schedule cost impact for tender to construction.
- Knowledgeable regarding applicable municipal, provincial and federal laws and regulations.
- Assists in determining annual bid success/performance rate through consistent post-bid analyses of jobs bid but not awarded.
- Maintains positive client, sub-contractor, and supplier relationships.

## **Secondary Responsibilities & Duties:**

- Actively participate in TESC estimating training programs.
- Prepare Tender to construction revision and costs impact.
- Prepare and schedule cost impact for tender to construction.
- Keep historical data up to date in TESC database.

**Job Specifications:**

- College Diploma in Electrical Engineering Technology or construction-related training.
- Minimum 5 years' experience in estimating.
- Minimum 5 years' experience in an industrial construction environment.
- Experience in construction management and estimating on large projects.
- Knowledge regarding applicable municipal, provincial and federal laws and regulations.
- Experience in construction management and estimating would be an asset.
- Strong client focus, proactive, and a desire to achieve results.
- Ability to work well under pressure and meet project deadlines.
- Financial acumen/ability to comprehend budget structures.
- Good team approach.
- Must work well independently and in a team environment.
- Excellent attention to quality, accuracy and details.
- Ability to read and understand construction blueprints and drawings.
- Excellent time management.
- Proficiency in MS Excel and MS Project; Accubid an asset.
- Strong computer skills.
- Occasional travel to site locations is required.