

Basnett Plumbing and Heating Incorporated

Job Description

<i>Job Title:</i>	<i>Estimator</i>
<i>Pay Status:</i>	<i>Hourly Position</i>
<i>Work Hours:</i>	<i>7:00 am – 4:30 pm-- Monday through Friday</i>
<i>Job Category:</i>	<i>Operations</i>

Primary Job Function:

The position is responsible for providing estimates for remodels and new jobs using the pricing spreadsheet. Completes specifications for material requirement for a job. Conducts a site review to determine specific job demands and requirements.

Reports To: Operations Manager

Daily Duties:

- Primary interface between the general contractor, sub-contractor or homeowner.
- Is familiar with all state code requirements to make accurate calculations for job estimates.
- Is able to calculate heating and cooling standards.
- May take direct calls from a customer to provide an estimate for work.
- Conducts a job site review to determine needs.
- Recommends “special order” material needs to buyer/purchasing agent for the company.
- Prepares estimates based upon prescribed company price lists.
- Is able to interpret and read site plans to determine needs.
- Calculates costs, adds margins and prepares draft estimates.
- Sets pricing for remodels or new jobs.
- Sets pricing for materials and labor.
- Supports and endorses company policy, procedures and regulations.

Performance Indicators: (Measures of effectiveness in the position)

- Provides 100% accuracy in pricing of new jobs and remodels.
- Ensures that appropriate margins are added to the estimates for new jobs and remodels.

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- Maintains a strong working relationship with all general contractors, subcontractors and vendors.
- Can make accurate assessments of labor costs based upon industry standards.
- Provides accurate assessment of the amount of labor required to complete a remodel or new job.
- Sets accurate pricing for materials by working closely with the Finance Department.
- Maintains own skills through development and by attending classes, seminars and other appropriate venues for learning.
- Keeps current of new technological advances.
- Speaks clearly and writes well using appropriate spelling and grammar.
- Acts in accordance with company core values, mission and vision.

This job description is intended to describe the general nature and level of the work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties and skills required for this job classification.