

## Expectations and Job Duties Associated With The Position:

- Creating competitive bids to commercial and industrial projects.
- Creating Electrical budgets for customers.
- Meeting customers for job walks at various locations.
- Understanding and clarifying the scope of work with the customer.
  - Creating Pre-Bid Request for Information (RFI) to help clarify scope.
- Reviewing all bids with supervisor to discuss labor hours, labor dollars, subcontractors, materials, equipment, and final costing sheet.
- Creating budgets for the projects.
  - Creating budgets for tracking codes.
- Creating the Schedule of Values (SOV) for the projects that you are successfully awarded.
- Creating and sending Letters of Intent (LOI) to subcontractors and vendors.
- Working closely with Project Managers to hand over the project.
  - Pricing some change orders in the beginning of a project to help the transition of handing over a project to the Project Manager.
- Communicate with customers for project start dates.
- Dressing professionally for office setting and meetings with customers.
- Helping co-workers with whatever priorities are the most pressing at that time of need.
- Project managing some of the projects that you are the successful bidder on.
- You will have the on-call phone for 1 week every 6 weeks to take after hours calls and coordinate the repair to be done that evening or weekend if needed.
- You will be expected to have your company phone on and available for calls 24/7 for the customers and Wild Electric employees.
- Working hours for this position need to be flexible based on the needs of the customers.
- Must work well with in a team environment.
- Must be able to think on their own to find answers when answers are not given.

\*Applications are due by 5pm on 02/28/2020. Projected start date for this position is (to be determined). Please send all completed applications to [estimating@wildelectric.net](mailto:estimating@wildelectric.net)



# Application for Estimator/Project Manager

Name: \_\_\_\_\_

Experience: \_\_\_\_\_

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Brief summary of why you should be selected for this position:

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## Qualifications and Preferences to Apply:

- Experience or education in Electrical/Construction industry is preferred
- Must be proficient in reading and understanding Plans and Specifications
- Organizational and time management are a must
- Must understand the process and steps in how a job is physically put together
- Must be able to follow instructions and processes

