



Project Estimator Dallas, Texas

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| Job Description for: PROJECT ESTIMATOR |
| Project Planner Overview: |
| A project planner is responsible for analyzing requests to create design and pricing estimations of the products represented by Southwest Solutions Group. This would include design by CAD, using Configura, AutoCAD, or Revit, and pricing by executing an accurate bill of materials or vendor created quote, as well as generating pricing for installation, freight, travel and other associated costs of providing a turnkey solution. |
| Planner Job Duties: |
| Identify required product and labor work to be estimated by gathering quotes, design files (Configura, AutoCAD or Revit), specifications, and related documents. |
| Create accurate designs for production of product, client review and approval, and installation documentation using Configura, AutoCAD, or Revit based on building structure, space, and construction. |
| Generate project costs based on materials costs, installation estimates and freight estimates (to include custom designs as well as standard designs, modifications, relocations and subcontractor costs). |
| Resolve discrepancies by collecting and analyzing information. |
| Present prepared estimate by assembling and displaying numerical and descriptive information. |
| Maintain technical knowledge by attending educational workshops and reviewing technical publications. |
| When necessary, refer to previous projects of similar nature for cost comparison. |
| Demonstrate a thorough understanding of the scope for specific skills assigned. |
| Participate as an integral member of the team and contribute towards the success of the organization, which may involve the provision of other technical and administrative support, as required. |
| Generate customer proposals with accurate and understandable detail. |
| Provide guidance to sales reps regarding possible system incompatibilities to reduce errors. |
| Maintain and update current and past knowledge base for all product lines, including surcharges and discounts. |
| Maintain current and correct contract database (GSA, TXMAS, SYSTEC, Sourcewell, other state and national contracts). |
| Research previous projects for expansion compatibility of product and discontinued items. |
| Maintain current estimating tools to reflect accurate and/or current practices and costs. |
| Provide all support to sales reps in a timely and accurate fashion for their optimal productivity and company profitability. |

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| Technical Skills, Experience and Education: |
| A minimum of an Associate's degree or Technical Diploma in design, drafting or related field. |
| 2-3 years of experience in design, estimating or related field. |
| Intermediate knowledge of Excel, Word and Outlook. |
| Intermediate knowledge of computing skills and file management. |
| Beginner to intermediate skills in Configura, AutoCAD, Revit or other related CAD design program. |
| Planner Skills: |
| Prospective project estimators must be adept in mathematics. They should also have keen analytical and common-sense skills. Candidates must be able to manage the high stress of tight deadlines and the major responsibility of accurately calculating the costing for a project and prepare designs with high levels of detail and accuracy. |
| Language Skills: Read, analyze and interpret general technical specifications and procedures for equipment and contracts from architectural firms and government entities. Write reports, business correspondence. Effectively present information and respond to questions from co-workers, end users and manufacturers. Read and understand government contract pricing requirements from contract-holding manufacturers. |
| Mathematical Skills: Apply concepts such as fractions, percentages, ratios and proportion to practical situations. Add, subtract, multiply and divide all units of measure using whole numbers, common fractions and decimals. Compute rate, ratio and percent. Calculate figures and amounts such as discounts, interest, commissions, proportion, percentages, area, circumference and volume. Apply concepts of basic algebra and geometry. |
| Reasoning Ability: Apply common sense understanding to carry out instructions furnished in written or oral form. Deal with problems involving several abstract and concrete variables in standardized situations. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Define problems, collect data, establish facts and draw valid conclusions. |
| Other General Abilities: Demonstrate professionalism, service oriented, have a sense of urgency to meet deadlines, demonstrate initiative, multi-task and set priorities effectively, high attention to detail, strive for excellence, possess a positive "can do" attitude, flexible and adaptive to change. Must be able to work overtime as required. |