Downloaded from <https://www.velvetjobs.com/job-descriptions/electrical-estimator>

# Example of Electrical Estimator Job Description

Our growing company is looking to fill the role of electrical estimator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for electrical estimator

* Developing a full range of construction cost estimates from Conceptual Design parametric cost estimated to 100% Final Design bid estimates, Construction Phase Change Order estimates
* Preparing a Basis of Estimate that outlines the scope, exceptions, allowance, format, in accordance with client requirements
* Develops and/or compiles discipline and multi-discipline material take-offs (MTOs) • Evaluates and/or develops labor rates and subcontract costs • Enters the information into a spreadsheet or database for inclusion in an estimate
* Analyze project documentation in order to scope, organize, and deliver equipment, material, and labor cost estimates
* Develop project specific estimates based on project plans and schedules
* Prepare and maintain a Basis of Estimate (BOE) for each project
* Perform estimate benchmarking and compile project estimates prior to the internal and external review
* Develop the estimate plan and communicate related information
* Lead reviews of project estimates with the appropriate engineering disciplines
* Ensure that estimates are consistent with client common processes and quality standards and accurately reflect project staffing requirements

## Qualifications for electrical estimator

* Upon award, update estimate to project
* Generate award documents for review
* Identify areas of importance (milestones, LDs, ) of a project and relay to sales team
* Review purchase orders, subcontracts and contracts for accuracy
* Assure complete and thorough pre-manufacture planning and distribution of all documents in accordance with the pre-manufacture process
* Facilitate a scope review with the Project Manager and designers