



# Example of Electrical Estimator Job Description

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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

- 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