

Position Title:

Electrical Estimator

Location:

Peterborough and Kawartha areas, Oshawa, Port Hope

Job Description:

SRP Electric is looking for an experienced (minimum 5 years) Electrical Estimator to fill a direct-hire full-time position.

As the Electrical Estimator you will estimate, prepare proposals, and prepare take-offs from drawings. In addition to working towards bidding and winning projects you will also make material and equipment purchased for new and on-going projects. You will further help with on-going projects through helping schedule, plan and implement throughout the project phases, helping coordinate different facets of smaller projects.

Experience in the electrical industry with previous duties in pricing or estimating commercial projects will be a plus. Ability to perform project take offs, bidding, and close estimates required. Experience and desire to working with estimating software will be an advantage. Some knowledge of MS Excel skills required.

Position Responsibilities Include:

1. Establishing and maintaining effective relationships with suppliers, manufacturer, engineers and contractors in the industry; advising clients about new and effective products and services; and actively seeking out new opportunities, projects and clients and estimating and obtaining new projects.
2. Assist in the preparation of electrical budgets for major projects based on preliminary sketches, specifications and other related information; preparing accurate cost estimates of resources required for tendered projects; contacting and receiving quotations from suppliers and trades; and preparing spreadsheets with supplier information and quotes.
3. Assist with the coordination and preparing for pre-tender site tours for major projects; participating in project site visits as requested; analyzing possible cost savings for projects as requested by project managers.
4. Setting up data for estimates in computer programs; reviewing and confirming estimate information prior to tender closing, including drawings and supplier bill of materials, analyzing disadvantages and strengths of estimates prior to submission; and prepare and evaluating closing strategies.
5. Analyzing tender documents and contractual obligations for major projects; preparing and delivering or faxing quotation letters to client prior to closing time with relevant management approvals; obtaining feedback and results from clients with regards to quotations; contributing to pre-plan meetings.
6. Providing senior-levels support and leadership in optimizing, maintaining and updating databases and software for estimating change order and service in relevant computer programs; maintaining and updating historical estimate database.
7. Provide training and assistance for new and existing staff in estimating and change orders procedures and for estimating, change order and related software and acting as a mentor for estimators throughout the company.
8. Providing an example of professionalism as a responsible and goal-oriented team player and leading by example in achieving excellence and being accountable for results and outcomes.

Position Skill and Competency Requirements:

This position requires an individual with experience in commercial sized electrical construction projects with excellent current knowledge of electrical, building and municipal codes and regulations--plus in-depth familiarity of tender rules and processes. The ability to network, market and sell services is a key attribute of this position. Proficiency in related computer programs is a requirement.

1. Four or more years' experience as an estimator for electrical construction projects
2. Three or more years hands on experience with electrical construction projects

3. Good sales, marketing and networking skills
4. Excellent knowledge of industry products, practices and standards
5. Knowledge of engineering software and engineering skills an asset
6. Experience with some estimating software is an asset
7. Experience in working with Microsoft Office applications: Outlook and Excel
8. Demonstrated organizational abilities and attention to detail
9. Ability to work independently and as part of a team
10. Excellent ability to think critically and problem solve
11. Effective communication skills verbal and written

About SRP Electric:

SRP Electric is a Canadian-owned and operated company. We are a young, dedicated, fun and open-to-ideas kind of team that is on the path to empowering the future.

Why Join Our Team?

After almost 25 years of commercial, industrial, solar and residential electrical contracting experience, SRPE's team of electricians and experienced engineers represent the most diverse collection of contractors in Central Ontario. With a practical, hands-on understanding of sustainable technology, certification for a full list of government grants and subsidies, and a long-standing working familiarity with the Central Ontario commercial and industrial sectors, SRP Electric is prepared for projects of all scopes and sizes.

Contact:

For inquiries and resume submissions please contact Rick Yates –
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