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| **Job Title** | Estimator |
| **Street Address** | 8811 Kiefer Blvd |
| **City** | Sacramento |
| **State/Province** | California |
| **Zip Code** | 95826 |
| **Purpose** | **Purpose**  The purpose of this role is to contribute to the success and profitability of projects by providing accurate, timely, and complete estimates.   This role provides ongoing assistance during the building phase of projects that may include: estimate interpretation, problem resolution, and successful processing of change orders.     **Essential Duties & Responsibilities**  - Actively supports the achievement of Estimating function’s goals and objectives.   Shares knowledge and stays abreast of evolving industry trends and best practices, including new techniques and equipment used in industry.   Ensures a focus on long range priorities, customer feedback, and continuously strives to make improvements to day-to-day processes and procedures.  - Collaborates across area offices and supports consistent estimating practices and administrative procedures.   Ensures policies, procedures, and standards are adhered to as well as protect the company’s interests.    - Establishes, promotes, and protects Teichert’s values including diversity, teamwork, fair work environment, and respect of others.   Maintains a “team” spirit within the business unit.   Works and cooperates with other disciplines (across company lines).   Uses resources effectively and efficiently.    - Promotes and protects the community perception of Teichert.     - Accurately prepares estimates.   Reviews proposal specifications and drawings to determine scope.   Determines required contents of estimates and evaluates historical data in order to project unit and man hour figures.   Completes projects on time, in accordance to business and company standards, policies, and procedures.    - Establishes and coordinates completion dates and technical specifications in estimates for project teams.   Specifically: calculates complete takeoff for scope of work using computer aided system; estimates manpower, equipment, and material needs; coordinates with field personnel to schedule work; and continually evaluates progress and results.    - Coordinates job set up by preparing breakdowns, subcontracts, purchase orders, and other required documents on procured projects.   Reviews plans and field changes. Prepares change orders, as required.  - Partners with Project Managers and Superintendents on problem resolution, implementing ongoing efficiencies, and improving ways of accomplishing project goals.   Recommends and incorporates changes in procedures, objectives, or best solutions based on cost, engineering quality, and availability of materials.    - Identifies, and acts upon, potential lines of business and new client prospects to assist with creating new business opportunities.    - Builds and maintains positive client relationships resulting in increased business, repeat customers, and industry referrals.   Communicates company and project policies, procedures, and standards. Gathers feedback and continuously makes improvements to work processes, practices, and equipment.  - Assists in achieving a zero injury culture through the support of Teichert’s Injury Prevention and Safety program and active participation in appropriate safety meetings and training sessions to maintain a safe, healthy work environment and meet corporate safety standards.    - Completes internal administrative organization and documentation, including project logs, files, records and reports pertaining to Estimating function.   May include bids, cost estimates, state and federal regulations and codes.   Contributes to written and up-to-date estimating guidelines, manuals, and policies and procedures.   **Qualifications & Requirements**   **Experience & Industry Expertise :**  -   Minimum of five years of public works estimating experience in solar, heavy civil and/or mechanical construction, or equivalent combination of technical training and related experience  -   Experience estimating with HCSS or other estimating software is preferred   **Specific Job Requirements :**  -    Successful completion of pre-employment drug, alcohol, and background investigation  -    Valid Driver’s License  -    Current on all company required safety training  -     Strong knowledge and proficiency in Microsoft Suite (Outlook, Word, Excel, etc.)  -     Ability to preserve confidential and proprietary information and successfully avoid conflicts-of-interest  -     Strong working knowledge of computers and peripheral material including software and equipment for estimating and project management  -     Good working knowledge of collective bargaining agreements, personnel issues and EEO  -     Thorough knowledge of construction contracts/law  -     Strong understanding of corporate and industry practices, processes, standards, technology, equipment methods, cost control, schedules, etc. and their impact on project activities  -     Strong working knowledge of company’s Standard Operating Policies and Procedures  -     A successful candidate will have specific experience in these Solar Estimating skills:    o    Experienced with estimating software programs (HCSS and AutoCAD preferred)    o    Understanding of Direct Current and Alternate Current scope, data acquisition systems for solar systems    o    Understanding of energy storage systems (preferred)    o    Ability to take off and bid solar electrical systems, complete understanding of NEC (National Electric Code) requirements    o    Understanding and ability to bid large rooftop systems (required)    o    Understanding and ability to bid underground conduit systems (required)    o    Understanding and ability to bid ground mount and canopy systems (preferred)   *Competencies*  -   Relationship Management  -   Business Acumen  -   Communications  -   Organization and Management  -   People Development  -   Technology:   Microsoft Office, estimating, and project management software  -   Technical competence in construction    ***Teichert is an Equal Opportunity Employer that considers all applicants for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other protected status.  Teichert is an E-Verify Company.*** |
| **Objectives** | **Notice to Staffing Agencies** Teichert, Inc. and its subsidiaries ("Teichert") will not accept unsolicited resumes from any source other than directly from a candidate. Any unsolicited resumes sent to Teichert, including unsolicited resumes sent to a Teichert mailing address, fax machine or email address, directly to Teichert employees, or to Teichert’s resume database will be considered Teichert property. Teichert will NOT pay a fee for any placement resulting from the receipt of an unsolicited resume. Teichert will consider any candidate for whom an Agency has submitted an unsolicited resume to have been referred by the Agency free of any charges or fees. Agencies must obtain advance written approval from Teichert’s recruiting function to submit resumes, and then only in conjunction with a valid fully-executed contract for service and in response to a specific job opening. Teichert will not pay a fee to any Agency that does not have such agreement in place. Agency agreements will only be valid if in writing and signed by Teichert’s Human Resources Representative or his/ her designee. No other Teichert employee is authorized to bind Teichert to any agreement regarding the placement of candidates by Agencies. |

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