

# UTILITY SYSTEMS SOLUTIONS, INC.

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|             |   |                                    |                                     |                                      |  |                                    |
|-------------|---|------------------------------------|-------------------------------------|--------------------------------------|--|------------------------------------|
| Job Title   | Estimator                                     |                                    |                                     |                                      |  |                                    |
| Job Type:   | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Contractor | <input type="checkbox"/> Temp/Intern | <input checked="" type="checkbox"/> Exempt | <input type="checkbox"/> Nonexempt |
| Reports to: | Director of Sales & Marketing                 |                                    |                                     |                                      |  |                                    |

## GENERAL DESCRIPTION

Estimator will deliver accurate and timely preparation of full cost estimates for projects in the Federal marketplace.

## RESPONSIBILITIES

- Review opportunities to identify projects best suited for the company in terms of service type and risk level.
- Review and comprehend technical scopes of work in Requests for Proposals (RFPs) and Requests for Quotes (RFQs).
- Create estimates for costs of materials, labor, and equipment based on contract bids, quotations, schematic drawings, and specifications.
- Prepare material takeoffs to define quantities of work materials on more complex projects using drawings/plans.
- Analyze plans, specifications, and addenda to ensure estimates comply with contract documents.
- Understand the labor variances between project types and apply appropriate correction factors.
- Schedule timeframe for required labor, equipment, and materials, and sub-contractual arrangements.
- Determine work crews and production rates for performance of required tasks.
- Attend pre-bid meetings for clarification.
- Calculate a final figure for the estimated cost, supplemented by adjustments for overheads and profit.
- Coordinate price packages with suppliers, subcontractors, partners, and operations regarding tenders.
- Manage and develop suppliers and subcontractors to ensure quality and competitive pricing.
- Provide sales support by traveling to meet with Contracting Officers, Facility Engineers, and teaming partners.
- Provide capabilities presentations to various potential clients.
- Review, define, and negotiate the division of the scope of work between company and teaming partners.
- Visit existing clients at ongoing projects to create new opportunities.
- Coordinate with the Director of Sales and Marketing to provide sales support as needed.

## EDUCATION & SKILL REQUIREMENTS

- Bachelor degree in a relevant engineering discipline or equivalent work experience
- Thorough knowledge of contract language, terms and conditions (T&C), bonding requirements, etc.
- Federal Contracting experience preferred
- Knowledge of Federal Acquisition Regulations (FAR) a plus
- Proficiency in Microsoft Office and Primavera (or Project)
- Extensive use with estimating guides, such as RS Means, etc.
- 5 – 10 years estimating in multiple disciplines such as electrical, mechanical, civil, and structural
- Self-motivated with excellent organizational skills
- Ability to work well with others, strong computer skills, and able to work with minimal supervision under tight time constraints.
- Excellent time management skills and ability to multi-task on multiple opportunities simultaneously.

## PHYSICAL REQUIREMENTS

- Adaptable to flexible work schedule when required to meet deadlines
- Ability to travel 50% of the month throughout the United States if necessary.

## COMPENSATION & BENEFITS

Compensation commensurate with skills and experience. Company offers health and dental insurance, vacation, and 401(k) plan.