



## **JOB POSTING**

### **ESTIMATOR, STRUCTURAL STEEL**

**Reports to:** Senior Estimator

**Dept.:** Structural Steel

**FLSA Status:** Exempt

**Full-Time**

**JOB SUMMARY:** Solicit and negotiate price, schedule and Job Contract expectations with customers and subcontractors, cost estimate, obtain work for structural department and bolster workload; occasional generation of efficient shop drawings.

**DUTIES & RESPONSIBILITIES:** Review all front-end documents, perform takeoff of all materials, gather pricing for all materials, prepare costing estimates and manage projects within a team setting.

*Specifically:*

- Solicit and negotiate price, schedule and Job Contract expectations with customers and subcontractors
- Execute takeoffs, prepare estimates/proposals, bid, schedule and manage projects in team setting
  - Ensure cost estimate accuracy (material, labor) per the project scope and construction drawings
  - Maintain conformance with estimating standards (material, labor)
  - Execute and maintain schedules and expectations to shop, contractors and sub-contractors
  - Execute and negotiate NOC's and change orders
  - Coordinate deliveries with shop and sub-contractors
  - Assist with, review and reconcile Invoicing and Billing
- Additional responsibilities as assigned
- Regular attendance is an essential function of this position

### **SKILLS & QUALIFICATIONS:**

#### **Must-Haves**

- Excellent written and verbal communication skills
- Ability to coordinate/prioritize between multiple projects and internal/external contacts
- Ability to read and understand various types of project drawings, specifications, contract documents/waivers, etc.
- Ability to understand design and construction drawings to verify scope of work quoting
- Proficient in math
- Flexible, with ability to work additional hours as needed in order to meet deadlines
- Detail oriented and organized with ability to maintain orderly files of all electronic correspondence, deliverables and specifications used
- Proficient with MS Outlook, Excel and Word
- Ability to do accurate take-offs and change orders
- Ability to proactively solicit bid invitations

#### **Nice-to-Haves**

- Proficient with Bluebeam, FabSuite,
- Experience with digital takeoff techniques
- Tech savvy regarding tools and techniques to streamline individual efforts and cross-functional workflow

### **EDUCATION & EXPERIENCE:**

1. Bachelor's degree in Engineering or Construction Management preferred, minimum 2-year technical degree in related field
2. Five (5) years of progressively responsible experience estimating and managing structural steel construction projects working with Regional (South/Central WI, Northern IL) General Contractors preferred

Members of the McFarlane Mfg. Co. team are eligible to receive competitive benefits which include group health, health savings account with match, dental, vision, paid life and disability insurances, training opportunities, 401k with match, Paid Time Off, Paid Holidays, Retail Service Center discount, company events, EAP and more. To be considered for this opportunity, qualified applicants should submit resume to: McFarlane Mfg. Co., Inc., HR, 780 Carolina Street, Sauk City, WI 53583 or email to [HR@mcfarlanemfg.com](mailto:HR@mcfarlanemfg.com)