



## Estimator Job Description

**Job Title:** Estimator

**Department:** Operations

**FLSA Status:** Exempt

**Employee Name (print):** \_\_\_\_\_

### Summary

The Estimator works closely with the sales team, clients, and project teams to provide estimates for security jobs.

**Essential Duties and Responsibilities** include the following:

1. Completes estimates for all security work.
2. Identifies labor, materials, and time requirements by carefully reviewing RFPs
3. Reviews blueprints, specifications, and related bid documents.
4. Partners with the Sales and Operations and assists in qualifying RFPs.
5. Assists in outlining specifications for servers, workstations, and networks system design.
6. Works with manufacturers and procurement for accurate pricing.
7. Walks project site with sales as needed.
8. Attends pre-bid meetings as needed.
9. Other tasks as assigned by supervisor.

### Supervisory Responsibilities

None

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical Skills
- Attendance & Punctuality
- Business Ethics
- Continuous Learning
- Cooperation
- Design
- Job Knowledge
- Personal Appearance
- Problem Solving
- Quantity
- Use of Technology

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Associate Degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Publisher, Outlook, and Internet Explorer), Microsoft Visio, Microsoft Project, and BlueBeam software.

**Certificates, Licenses, Registrations**

None

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands and fingers, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. The employee must be able to see with close vision, distance vision, and color vision.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to working near moving mechanical parts, working in high, precarious places, working around fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, work with explosives, vibrations, in extreme cold or heat, in wet or humid (non-weather) conditions, and outdoor weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

X

---

Employee Acknowledgement / Date