



CHIEF ESTIMATOR

Classification: Exempt

Reports To: Vice President of Sales and Estimating

Objective

This position is for a Chief Estimator responsible for the day to day management of the Estimating team at Beck Steel. The Chief Estimator is a qualified estimator with knowledge, experience and expertise as an estimator. Primary duties include all the duties of an estimator plus additional leadership and managerial skills, strategic forecasting abilities, long-term planning skills, superior ability to train and mentor, ability to nest estimating efforts under the corporate strategic goals, possess competency in several estimating tools, superior technical proficiency using industry standard tools and best practices, manage bids, proposals and RFIs, manage and update weekly bid calendar and assign jobs, empower subordinate team members and delivers quality detailed work on schedule.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Complies with safety regulations, understands occupational hazards of the trade and applies basic appropriate precautionary measures when in work areas.
2. Teach, train, coach and mentor estimators on best practices, changes in the industry, trends and techniques for estimating.
3. Provide direct support to the VP of sales and estimating in developing bids and sales.
4. Assists in strategic forecasting, participates in leadership meetings, provides feedback, input and updates to executive staff on estimating and bid status.
5. Provides oversight and quality control of bids before submission and conducts transition of contracts to project management.
6. Coordinates with project and production management to schedule, assess, and manage project fabrication dates, times and workflow and eliminates schedule and project conflicts.
7. Identifies construction material trends affecting cost.
8. Ensures project bids do not create cost overruns through detailed coordination with purchasing and acquisition for best pricing and sourcing.
9. Oversees the archiving of essential bid and proposal historical files.
10. Provides critical recommendations to cost estimates procedures to reduce final cost discrepancies in projects.
11. Conducts regular analysis of bids to work ratio and evaluates cost estimates for accuracy and clarity.
12. Assigns duties, responsibilities and manages the daily schedule of the estimation team.
13. Follows oral and written instructions.

Competencies

1. Excellent Communication Proficiency
2. Problem Solving/Analysis/Critical thinking
3. Teamwork and collaboration
4. Initiative
5. Complex problem solving skills
6. Detail oriented
7. Flexibility and adaptability
8. Resilience
9. Ability to apply technical procedures to accomplish complex tasks
10. Technical proficiency



Supervisory Responsibility

This position supervises 3 or more estimators

Work Environment

This position will perform duties inside an office environment. The Chief Estimator can expect exposure to normal office conditions while conducting daily tasks.

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.

While performing the duties of this job, the employee is regularly required to effectively communicate: receive instructions, guidance and provide feedback to customers, team members, and vendors while also be able to answer questions pertaining to the company and nature of work performed by Beck Steel. The employee will be required to sit and remain stationary at a desk, perform various task that include reaching, grabbing, manipulating, carrying or moving of light objects around the specified workspace and include the ability to occasionally lift office products and supplies up to 20 pounds.

Expected Hours of Work

This is a full-time position. Days and hours of work are typically Monday through Friday 8:00 a.m. to 5:00 p.m.

Travel

This position can be expected to travel occasionally

Required Education and Experience

1. High school diploma
2. 3 to 5 years of experience estimating as a senior estimator
3. Fundamental knowledge of structural steel
4. +2 years of experience managing/overseeing contracts, projects, bids and proposals
5. +2 years of experience working with customers and clients
6. +5 years of experience working in the steel industry reading prints and drawings

Preferred Education and Experience

1. College degree in a related field
2. +5 years in the structural steel industry
3. +5 years reading and analyzing prints, designs and blue prints.

Work Authorization

The Immigration and Nationality Act make it unlawful for an employer to knowingly hire or continue to employ someone who is not authorized to work in the United States. FAR 22.18 implements the amended Executive Order 12989 requiring federal contractors to verify that their employees are lawfully authorized to work in the U.S. Beck Steel shall not impose work authorization verification or reverification requirements greater than those required by law.



AAP/EEO Statement

Beck Steel provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

As part of the company's equal employment opportunity policy, Beck Steel will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties and Requirements

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. The employee may be required to submit to a drug screen prior to being hired and random drug testing during their tenure at Beck Steel as specified by Beck Steel's Zero Tolerance policy (August 2018).

Signatures

This job description has been approved by all levels of management.

Manager: _____

Date: _____

HR: _____

Date: _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print: _____

Signature: _____

Date: _____