

Selas Fluid Processing Corporation

Job Specification

Job Title:	Construction Estimator
Reports to:	Director of Construction
Last Updated:	August 2010

Position Summary

Estimator develops complete project construction estimates (mechanical, civil, structural, electrical, piping and instrumentation) in conceptual and detailed design format. Estimator will compile and analyze data on all of the factors that can influence costs - such as materials, labor, and location and subcontracts. After reviewing various preliminary drawings and specifications, the Estimator visits the site of the proposed project to gather information on access to the site and the availability of utilities and other services, as well as on surface topography. The Estimator determines the costs and quantity of materials, labor, services and subcontracts the Company will need; this involves completing standard estimating forms, filling in dimensions / take-offs and other information. Estimator analyzes bids made by subcontractors. Estimator will be required to make visits to project worksites.

Key Areas of Responsibility

- Select appropriate cost estimating methodologies for each cost element / WBS, and estimate the man hours, material costs, and other project costs.
- Apply appropriate labor and unit cost rates and factors to the individual cost elements to establish total costs.
- Evaluate the costs estimated; includes the application of alternative pricing.
- Determine the risk level associated with the quotes.
- Present the estimate to senior management for submittal to the customer.
- Document the rationale, methodology and supporting information utilized for the estimate. Support source selection, negotiation, fact-finding, and/or audits, and update the estimate, as required.
- Solicit and analyze quotations from various disciplines of subcontractors and other service suppliers.
- Perform other estimating / cost engineering responsibilities associated with this position as may be appropriate.

Required Skills

- Knowledge of costs of fabricating and installing process equipment.
- Aptitude for mathematics is able to analyze, compare and interpret detailed but sometimes poorly defined information, and be able to make sound and accurate judgments based on this information.
- Ability to focus on details, while analyzing and managing larger obstacles, is vital.
- Assertiveness and self-assurance in presenting and supporting conclusions, strong communications and interpersonal skills.

<ul style="list-style-type: none"> • Proficiency in project management and the ability to incorporate workbreakdown structure (WBS) techniques are increasingly important in cost estimating complex development projects.
<ul style="list-style-type: none"> • Estimator must be able to often work under pressure and stress, especially when facing bid deadlines.
<ul style="list-style-type: none"> • Accuracy is paramount. Inaccurate estimating can cause a bid (proposal) loss or a project money loss on a job that was not accurately estimated. Support managers in creating new proposals.
<ul style="list-style-type: none"> • Proficient computer skills (Microsoft Office, Lotus Notes); experience with estimating software.

Education/Experience
<ul style="list-style-type: none"> • A Degree in Engineering or Construction Management is preferred; equivalent work experience is acceptable.
<ul style="list-style-type: none"> • Direct experience estimating process plants, petrochemical, or refinery EPC type projects is required.
<ul style="list-style-type: none"> • Minimum of seven (7) years working experience in a similar position.