

# Selas Fluid Processing Corporation

## Job Specification

<b>Job Title:</b>	Construction Estimator
<b>Reports to:</b>	Director, Estimating, After Market Sales and Revamps
<b>Last Updated:</b>	February 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, 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, numbers of units and other information.

Estimator analyzes bids made by subcontractors. During the takeoff process, the estimator must make decisions concerning equipment needs, the sequence of operations and physical constraints at the site. Allowances for wasted materials, inclement weather, shipping delays and other factors that may increase costs also must be incorporated in the estimate. On completion of the quantity surveys, the estimator prepares a cost summary for the entire project, including the costs of labor, equipment, materials, subcontracts, overhead, taxes, insurance, markup and any other costs that may affect the project.

### Key Areas of Responsibility

- Estimator must make visits to project worksites that can be dusty, dirty and occasionally hazardous. Travel between Blue Bell and subcontractors and worksites is required.
- Define and plan the work to be done in as much detail as possible. This step includes determining the purpose, scope and time constraints for the Estimate. Establishing an Estimating team, and analyzing the details of the work to be done, and the kinds and quantities of materials, parts and equipment required.
- Identify the cost elements or cost generating functional areas (i.e. Engineering, Manufacturing, Procurement, Subcontract, etc.) which will be required to do the work defined.
- Schedule by time the work and effort defined and identified.
- Select appropriate cost estimating methodologies for each cost element, and estimate the man hours, material costs, and other cost generating variables, as well as the elapsed time required to perform each detail of the work.
- Estimate the costing rates and factors for the work to be done.

<ul style="list-style-type: none"> <li>• Apply the costing rates and factors to the individual cost elements to establish total costs.</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluate the costs estimated; includes the application of alternative, secondary methodologies to cost drivers, preparation of an independent (of contractors estimates) cost estimate, making any adjustments to the estimate that are required, or requested resulting from the review and analysis of contractors estimates, and the application of desired profit and other cost factors and prorations or additions, to establish the final cost estimate.</li> </ul>
<ul style="list-style-type: none"> <li>• Estimator shall be able to determine the risk level associated with the quotes.</li> </ul>
<ul style="list-style-type: none"> <li>• Present the estimate to management for submittal to the customer.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Knowledge of costs of fabricating and installing process equipment.</li> </ul>
<ul style="list-style-type: none"> <li>• Solicit and analyze quotations from various disciplines of subcontractors and other service suppliers.</li> </ul>
<ul style="list-style-type: none"> <li>• Performs other responsibilities associated with this position as may be appropriate.</li> </ul>

#### **Required Skills**

<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to focus on details, while analyzing and managing larger obstacles, is vital.</li> </ul>
<ul style="list-style-type: none"> <li>• Assertiveness and self-assurance in presenting and supporting conclusions, strong communications and interpersonal skills.</li> </ul>
<ul style="list-style-type: none"> <li>• Proficiency in project management and the ability to incorporate workbreakdown structure (WBS) techniques are increasingly important in cost estimating complex development projects.</li> </ul>
<ul style="list-style-type: none"> <li>• Estimator must be able to often work under pressure and stress, especially when facing bid deadlines.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Proficient computer skills (Microsoft Office, Lotus Notes); experience with estimating software.</li> </ul>

#### **Education/Experience**

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