

Selas Fluid Processing Corporation

Job Specification

Job Title:	Estimator
Reports to:	Director Estimating, After Market and Revamp Sales
Last Updated:	Feb 2010

Position Summary

The Estimator will analyze drawings, specifications, proposals, and other documentation to prepare cost estimates for products and projects. The Estimator determines the costs and quantity of materials, labor, services and subcontracts the company will need and completes standard estimating forms, with dimensions, numbers of units, pricing and other information

Key Areas of Responsibility

- Define and plan the work to be done in as much detail as possible.
- Review data sheets, drawings, and sketches in order to develop an estimate based on previous cost data
- Knowledge of costs of fabricating processes involved
- Solicit quotations from various raw material suppliers, fabricators and other service suppliers
- Review finalized summaries for accuracy, completeness, and compliance to proposal scope
- Performs other responsibilities associated with this position as may be appropriate

Required Skills

- Effective communication skills both written and verbal
- Ability to focus on details and work under pressure and stress when facing bid deadlines.
- Proficient computer skills (Microsoft Office, Lotus Notes)

Education/Experience

- A Degree in Mechanical Engineering is preferred; Equivalent work experience is acceptable
- Experience with material take-offs with metal fabrications or piping is desired
- Minimum of 3 years working experience in a similar position