

Position Title	Estimator
Category	
Job#	2016005
Company	DFS
Location	Boise, ID
Date Posted	2/3/16
Type	Full Time

SUMMARY

Assist DFS Sales efforts by performing estimating and quoting of products.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not limited to the following:

- Develop and maintain solid product expertise
- Review construction documents and understand scope of work to bid
- Execute take-offs and construction documents
- Input take-offs into computer spreadsheet
- Obtain pricing for materials
- Obtain bids from subcontractors
- Prepares cost analysis in computer by verifying material, labor, equipment, subcontractor and overhead costs incurred in the installation of items
- Where predetermined standard(s) are not available, makes an estimate
- Informs immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database
- Answer customer questions and seek technical expertise when necessary.
- Manage both small and large multi-order projects.
- Interface with internal resources (engineering/manufacturing/shipping) to exceed customer needs.
- Attend daily operations meeting as assigned
- Maintain safe work practices
- Other activities as assigned

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

- Minimum of an Associate's degree plus one year experience. Experience in a manufacturing environment is a plus.
- Solid understanding of all facets of manufacturing processes, from fabrication, fit-up to final product.
- Strong product and technical knowledge and/or the ability to assimilate extensive information related to our products and applications
- Proficiency with AutoCad and blueprint reading
- Strong proficiency with Microsoft applications including Word, Excel, and Outlook and the ability to learn new programs quickly.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply intermediate mathematical and data analysis skills.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

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 regularly required to talk or hear. Ability to type and read documents using fingers, hands and eyes. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a fast paced environment in which deadlines and commitments to internal and external customers must consistently be met. This position is highly interactive with internal and external customers. Effective communication and professional conduct is required at all times. Extensive phone usage is also required. The noise level in the work environment is usually quiet; however safety glasses and other required protection should be worn when out in the manufacturing area.

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