



Electrical Estimator

Job Description

Garrett Electric seeks motivated, experienced Electrical Estimator to join our growing team. Position will work with the project management team in developing electrical construction project opportunities in the commercial, industrial, food processing, healthcare, and technology market sectors. Project development efforts include outreach to new and existing customers; site investigations and detailed review of plans and specifications to understanding every aspect of a project's scope of work; and developing conceptual and detailed bid proposals throughout the course of the project pursuit. Candidates must be energetic, detail oriented, organized, innovative, and have a track record of effective teamwork in delivering excellent customer service.

Essential Duties and Responsibilities

- Manage and oversee entire bid development process
- Perform site investigations to understand existing conditions and customer needs
- Review plans and specifications in detail and understand the constructability of materials and systems
- Perform detailed quantity take-off of all electrical scope
- Have a thorough knowledge of the National Electrical Code and how it applies to each project
- Develop project estimates, bids, and proposals for hard bid, negotiated, and time + materials projects
- Perform constructability and value engineering reviews with vendor and subcontractor input
- Prepare bidder instructions and procure vendor and subcontractor pricing
- Contribute to a culture of continuous improvement

Competency + Characteristic Requirements

- Demonstrated leadership, communication, team building, and problem-solving skills
- Excellent follow-up and task management
- Highly organized and detail-oriented
- Ability to work toward a deadline and complete tasks on time
- Self-motivated and passionate about delivering exceptional customer service
- Excellent interpersonal and communication skills, including the ability to establish and maintain effective working relationships with employees, vendors, subcontractors, and customer representatives
- Thorough knowledge of the National Electrical Code
- Professional demeanor, treats others with respect, keeps commitments, works with integrity and principles, upholds organizational values
- Willingness and ability to tolerate a work schedule that could include longer than 8-hour workdays and work on weekends or holidays, depending on the workload and project schedules

Required Qualifications

- 5+ years estimating or construction management experience
- Experience in the commercial or industrial market sectors
- Proficient in standard business software including Microsoft Word, Excel, and Outlook
- Professional written communication skills including proper e-mail etiquette (i.e. grammar, spelling)
- Professional verbal communication skills

Preferred Qualifications

- Proficient in electrical estimating software including ConEst
- Proficient in project management software including Procore, Bluebeam, and Microsoft Project

Benefits Package

Full time, salary position with the following benefits:

- Medical and dental
- Paid vacation and holidays
- Company vehicle
- Company phone
- 401(k) retirement plan with 5% company match
- Profit sharing based on company performance

If you meet the qualifications for this position, and you'd like to work in an organization that puts people at the top of the priority list, please send your resume to hr@olssonelec.com

We are an Equal Opportunity and Affirmative Action Employer of females, minorities, veterans, and qualified individuals with disabilities.
