

Doyon Utilities, LLC
Job Description

JOB TITLE	Estimator	LOCATION	HDQ Engineering
REPORTS TO	Engineer Manager	HOURS	40 Hours per week
TYPE OF POSITION	Full Time, Regular	SCHEDULE	M-F /8am-5pm
WAGE RANGE	DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	04/02/2018

POSITION OBJECTIVES: The Estimator position is primarily responsible for the delivery of standard, consistent and realistic cost estimates for Doyon Utilities Projects. The position will also be responsible for maintaining an estimating database, preparing initial estimates in support of RFP projects, and coordinating with the Engineering group and Project Managers on peer reviews of proposal packages.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Utilize cost methodologies and tools to produce cost estimates.
2. Incorporate project complexity factors into project estimates and assemble key input data such as project objectives and scope.
3. Manage reviews and audits of cost estimates.
4. Benchmark against historical performance, industry norms and established KPIs.
5. Have a thorough understanding of Earned Value Management theory and practices, productivity measurement, and calculating cost and schedule performance indices.
6. Translate the identified project scope and deliverables into the estimate of capital expenditure costs for design, procurement, construction, installation, commissioning and start-up of the projects.
7. Identify areas of uncertainty and apply appropriate allowances.
8. Manage estimating data – establish process to collect actual cost performance, condition and normalize data for future use, develop metrics and benchmarking information.
9. Prepare accurate quantity takeoffs and materials pricing.
10. Evaluate bids received by Doyon Utilities for completeness and address any issues such as items that may be omitted or incorrectly addressed by bidders.
11. Assist in the compilation of RFP responses.
12. Assist in the planning and submittal of the 5-year capital plan.
13. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Analytical skills. Accurately evaluate detailed specifications. For example, a cost estimator must determine how to minimize costs without sacrificing quality.
2. Ability to work in a team environment, take directions from supervisor(s), possess a high degree of attention to details, follow work rules, and adhere to established work schedules.
3. Technical skills. Detailed knowledge of industry processes, materials, and costs are vital. In addition, must be proficient in using the Microsoft Office Suite and internet applications and should be able to use specialized computer programs to calculate equations and handle large databases.
4. Writing skills. Estimator must be able to write detailed reports. Often, these reports determine whether or not contracts are awarded or products are manufactured.

5. Experience in the utility industry is highly desired, to include electrical, mechanical, and general construction estimating experience.

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. Must be eligible to work on a military installation in Alaska.
3. Must have a valid driver's license issued by the State of Alaska.
4. Willingness and ability to travel to job sites within Alaska.

ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Incumbent must be physically capable of visiting construction sites, undeveloped areas, and potential project locations on military installations in Alaska. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities.

EDUCATION AND EXPERIENCE:

1. College degree in accounting, finance, construction management, or engineering is preferred.
2. Previous work experience in a construction related estimating position may be substituted for some or all of the educational requirements based upon type of positions previously held and level of responsibility.
3. Minimum of 4 years' experience in construction cost and scheduling.

Employee Signature

Date