



## **SR. ESTIMATOR**

Holmes Electric is actively seeking a Sr. Estimator who would be responsible for developing competitive, accurate and complete electrical proposals for a variety of electrical construction projects in accordance with company policies and procedures.

### **QUALIFICATIONS**

- 6+ years of experience estimating in the electrical industry is required.
- Ability to perform conceptual estimates.
- Accubid estimating software experience is preferred, including utilization of Live Count and/or Bluebeam software.
- Knowledge of electrical construction means and methods.
- Knowledge of National Electrical Code as well as State and local code requirements.
- Self-starter capable of working independently and as a member of a team.
- Ability to estimate multiple projects at the same time and meet deadlines.

### **SPECIFIC DUTIES**

- Create estimating folder, upload the contract drawings, specifications, addendums and any other appendices and contract documents as well as setting up estimating software.
- Review contract drawings and specifications and contract requirements.
- Schedule pre-estimate meeting with team members.
- Perform data entry of takeoff into estimating software.
- Send out a request for quotation for specific electrical components as required by each project.
- Draft complete scope letter defining what our proposal includes and list all appropriate clarifications and exclusions.
- Schedule pre-close-out and close-out reviews with appropriate team members and submit proposal on time.

### **PAY RANGE**

- \$95-\$135K per year. Actual compensation within the listed range is dependent upon experience, qualifications, and performance.

### **BENEFITS**

- Fully paid medical, dental and vision insurance
- 401k retirement plan with matching company contributions
- Paid PTO policy that includes vacation and sick time
- Short-Term, Long-Term Disability and Life Insurance
- Paid Holidays
- Discretionary Bonus Program
- EAP program
- Secure parking

*Holmes Electric is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by federal, state, or local laws.*