

Estimator Job Responsibilities:

Prepares cost estimates by analyzing proposals and requirements.

Estimator Job Duties:

- Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.
- Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
- Computes costs by analyzing labor, material, and time requirements.
- Resolves discrepancies by collecting and analyzing information.
- Presents prepared estimate by assembling and displaying numerical and descriptive information.
- Prepares special reports by collecting, analyzing, and summarizing information and trends.
- Maintains cost data base by entering and backing up data.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications.
- Contributes to team effort by accomplishing related results as needed.

Estimator Skills and Qualifications:

Analyzing Information , Estimating, Planning, Reporting Research Results, Data Center Experience, Strategic Planning, Attention to Detail, Informing Others, Requirements Analysis