

SHEPLEY WOOD PRODUCTS, INC.



Job Description Form

Job Title:	Estimator	Type of Position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other:
Department:	Estimating	Exemption:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Location:	Hyannis	Schedule:	M-F 7 am – 4 pm (±)
Reports to:	Estimating Manager		
Supervisory Responsibility:	None		

GENERAL DESCRIPTION:

This position is responsible for supporting Sales Teams by developing structural and finish material lists from construction drawings and specifications provided by the customer to the salesperson. Material lists include framing lumber, roofing materials, sidewall materials, exterior trim, porch / deck material, and associated miscellaneous products.

ESSENTIAL JOB FUNCTIONS, SKILLS, AND COMPETENCIES INCLUDE:

Responsibilities of the Estimator include the following, but are not limited to:

1. Review sales department submissions for receipt of completed specification form and sufficient information to provide accurate quote.
2. Review plan drawings for all required pages and confirm drawings are to scale in order to produce a through and accurate material takeoff list.
3. Accept and log in complete submissions.
4. Receive and process off site requests (Wellfleet & Nantucket) for assembling electronic plan pages into a single file, print drawings, and ship as needed.
5. Generate take offs using DQ Estimating software and digitizer.
6. Coordinate with salesperson and / or contractor to clarify drawing inconsistencies, request more information, and answer questions that arise during the takeoff process.
7. Assist salesperson and / or contractor in resolving architectural and structural design discrepancies discovered during takeoff process.
8. Recommend alternative design options and / or products for design improvements or budget concerns to salesperson and customer.
9. Generate customer quote by importing DQ Estimating takeoff to Agility POS.
10. Generate a contractor Parts List of takeoff components from DQ Estimating.
11. Meet and review Parts List with salesperson and contractor as needed.
12. Maintain and organize both the electronic and hardcopy filing of specifications and material Parts Lists.
13. Oversee large format printer and supplies.
14. Attend company training sessions.

WORK ENVIRONMENT:

Professional office environment.

PHYSICAL REQUIREMENTS:

- Sitting for long periods of time Other: Long exposure to computer monitor screens and usage of digitizer puck, keyboard, and calculator.
 Lifting over 25 50 100 pounds

POSITION QUALIFICATIONS:

1. Ability to read and interpret construction drawings and specifications.
2. Understanding of building material application including framing lumber, engineered wood products, roofing, siding, exterior trim, porch and deck materials.
3. Knowledge of various construction systems especially wood frame construction.
4. Basic building code knowledge.
5. Strong math skills and competency in basic geometry.
6. Computer software knowledge including MS Word, MS Excel, and Adobe Acrobat.
7. Communication proficiency both orally and written.
8. Detail oriented; problem solver; organized.
9. Ability to adapt to changing priorities.
10. Team player with a positive attitude.
11. A strong desire for learning, applying and sharing knowledge in the spirit of advancement.

EDUCATION REQUIREMENTS:

Minimum: high school diploma or equivalent. Previous work experience in the construction industry preferred.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.