

Paul Peterson Company

◆ GUARD RAIL ◆ FENCING ◆ HIGHWAY SIGNAGE ◆ TRAFFIC CONTROL

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SALARIED – EXEMPT
ADMINISTRATIVE

JOB DESCRIPTION ASSISTANT ESTIMATOR

SUMMARY OF JOB RESPONSIBILITIES: RESPONSIBLE FOR IDENTIFYING RELEVANT PROJECT SCOPE AND PROVIDING APPROPRIATE PRICING TO CUSTOMER REFLECTING THE PAUL PETERSON COMPANY'S BEST INTERESTS AND MAXIMUM CUSTOMER SATISFACTION.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.

- 1) RESPONSIBLE FOR LOCATING BIDDING OPPORTUNITIES AND OBTAINING REQUIRED BIDDING DOCUMENTS.
- 2) CONSULT WITH CUSTOMERS, VENDORS, EMPLOYEES TO DISCUSS AND FORMULATE ESTIMATES AND RESOLVE ISSUES.
- 3) ANALYZE CONTRACT DOCUMENTS FOR EACH PROJECT AND FORMULATE A COHERENT BID SHEET BASED UPON FACTS AND PROVEN PRODUCTION HISTORY AND PREPARE TIME, COST, MATERIAL, AND LABOR ESTIMATES.
- 4) CONFER WITH ENGINEERS, ARCHITECTS, OWNERS AND CONTRACTORS ON CHANGES AND ADJUSTMENTS TO COST ESTIMATES.
- 5) REPRESENT THE COMPANY TO ALL EXTERNAL SOURCES VIA TELEPHONE, E-MAIL, IN PERSON AND IN WRITING IN A PROFESSIONAL MANNER
- 6) MUST UNDERSTAND AND WORK WITHIN ALL LAWS ASSOCIATED WITH BIDDING PRACTICES.
- 7) CONDUCT BUSINESS IN AN ETHICAL MANNER.
- 8) RESPONSIBLE FOR BID/QUOTE FOLLOWUP WITH CUSTOMER.
- 9) AFTER PROJECTS ARE AWARDED MUST:
 - a) MAKE JOB FILE
 - b) ORDER NON STOCK MATERIALS AFTER CONTRACT IS EXECUTED BY VICE PRESIDENT SALES/ESTIMATING.
 - c) GENERATE AND APPROVE SHOP DRAWINGS WHEN NECESSARY
 - d) ESTABLISH PHASING (LABOR, EQUIPMENT, MATERIAL TAKEOFF FOR EACH)
 - e) ESTABLISH LINE ITEMS (INCLUDING LABOR, EQUIPMENT, MATERIAL, OVERHEAD RECOVERY FOR EACH)
 - f) PROPER TRANSFER OF CUSTOMER AND CONTRACT DOCUMENTS FROM SALES/ESTIMATING TO OPERATIONS/SAFETY
- 10) TRACK ACTUAL COST OF PROJECT RELATIVE TO BID TO ASSESS ACCURACY AND PRECISION OF BID.
- 11) MUST MAINTAIN ORGANIZED BID DOCUMENT ARCHIVES
- 12) INTERFACE WITH OPERATIONS/SAFETY TO ENSURE BID PRODUCTION RATES PROPERLY MIRROR ACTUAL PRODUCTION RATES.
- 13) REQUIRED TO WORK NIGHTS, WEEKENDS AND HOLIDAYS AS NEEDED.
- 14) PREPARE ESTIMATES USED BY MANAGEMENT AND ACCOUNTING FOR PURPOSES SUCH AS PLANNING, ORGANIZING, TRACKING AND SCHEDULING WORK.
- 15) EFFECTIVE COMMUNICATION WITH CUSTOMERS, SUPPLIERS, AGENCIES, AND COWORKERS.
- 16) MUST APPRAISE EMPLOYEE PERFORMANCE ADVISE AND PARTICIPATE IN EMPLOYEE EVALUATIONS.
- 17) PERFORM AND CARRY OUT SUPERVISORY RESPONSIBILITIES ACCORDING TO COMPANY PROCEDURES AND POLICIES AND ALL APPLICABLE LAWS
- 18) MUST EXECUTE A NON-COMPETE AGREEMENT.
- 19) ADHERENCE TO COMPANY PROCEDURES AND POLICIES.
- 20) ADHERE TO ALL COMPANY SAFETY REQUIREMENTS AND REPORT ANY POTENTIAL UNSAFE CONDITIONS TO SUPERVISOR.

QUALIFICATIONS TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

EDUCATION and/or EXPERIENCE MINIMUM COLLEGE DEGREE (4 YEAR) OR COLLEGE DEGREE (2 YEAR) IN CONSTRUCTION FIELD PLUS 10 YEARS RELEVANT FIELD EXPERIENCE.

KNOWLEDGE BASIC KNOWLEDGE OF ECONOMICS AND ACCOUNTING; ENGINEERING AND TECHNOLOGY; CONSTRUCTION TOOLS AND TECHNIQUES, SALES AND MARKETING, CUSTOMER SERVICE, HUMAN RESOURCES.

LEADERSHIP AND SUPERVISORY KNOWLEDGE, SKILL AND ABILITY REQUIRED FOR EFFECTIVE CONFLICT RESOLUTION, COACHING AND DEVELOPING OF OTHERS, ENCOURAGING MUTUAL RESPECT, COOPERATION AND TEAMWORK AMONG SUBORDINATES.

COMMUNICATION AND LANGUAGE ABILITY TO RESPOND TO COMMON INQUIRIES OR COMPLAINTS FROM CUSTOMERS, REGULATORY AGENCIES, OR MEMBERS OF THE BUSINESS COMMUNITY. ABILITY TO EFFECTIVELY PRESENT INFORMATION TO MANAGEMENT, CUSTOMERS, COWORKERS AND BUSINESS AUDIENCES. KNOWLEDGE OF STRUCTURE AND CONTENT OF THE ENGLISH LANGUAGE INCLUDING MEANING AND SPELLING OF WORDS, RULES OF COMPOSITION AND GRAMMAR. ABILITY TO LISTEN AND UNDERSTAND INFORMATION THROUGH SPOKEN WORDS AND SENTENCES. ABILITY TO READ AND UNDERSTAND INFORMATION AND IDEAS PRESENTED IN WRITING.

MATHEMATICS ABILITY TO WORK WITH MATHEMATICAL CONCEPTS SUCH AS PROBABILITY AND STATISTICAL INFERENCE, AND FUNDAMENTALS OF PLANE AND SOLID GEOMETRY AND TRIGONOMETRY. ABILITY TO APPLY CONCEPTS SUCH AS FRACTIONS, PERCENTAGES, RATIOS, AND PROPORTIONS TO PRACTICAL SITUATIONS. ABILITY TO ADD, SUBTRACT, MULTIPLY AND DIVIDE QUICKLY AND CORRECTLY.

COMPUTER SOFTWARE SKILLS WORKING KNOWLEDGE OF MICROSOFT OFFICE WITH STRONG FOCUS ON MICROSOFT WORD, MICROSOFT EXCEL, MICROSOFT OUTLOOK, AND WINDOWS EXPLORER (INTERNET), SALES FORCE AND COMPUTEREASE OR OTHER INTEGRATED ACCOUNTING SOFTWARE.

REASONING ABILITY TO DEFINE PROBLEMS, COLLECT DATA, ESTABLISH FACTS, AND DRAW VALID CONCLUSIONS. ABILITY TO INTERPRET AN EXTENSIVE VARIETY OF TECHNICAL INSTRUCTIONS IN MATHEMATICAL OR DIAGRAM FORM AND DEAL WITH SEVERAL ABSTRACT AND CONCRETE VARIABLES. ANALYZE INFORMATION AND USE SOUND LOGIC TO ADDRESS WORK RELATED ISSUES.

PHYSICAL DEMANDS THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN ASSOCIATE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS FREQUENTLY REQUIRED TO SIT, STAND; WALK; USE HANDS TO FINGER, HANDLE, OR FEEL; REACH WITH HANDS AND ARMS. MUST OCCASIONALLY LIFT AND/OR MOVE UP TO 25 POUNDS AND INFREQUENTLY LIFT AND/OR MOVE UP TO 50 POUNDS. MUST BE ABLE TO SPEAK AND HEAR (EITHER NATURALLY OR WITH CORRECTION). MUST BE ABLE TO SEE WELL (EITHER NATURALLY OR WITH CORRECTION).

WORK ENVIRONMENT THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN ASSOCIATE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

WHILE PERFORMING THE DUTIES OF THIS JOB, THE ASSOCIATE IS REGULARLY EXPOSED TO VEHICULAR TRAFFIC, HIGH PLACES, PRECARIOUS PLACES AND FUMES OR AIRBORNE PARTICLES. THE ASSOCIATE IS FREQUENTLY EXPOSED TO MOVING MECHANICAL PARTS AND OUTSIDE WEATHER CONDITIONS. THE ASSOCIATE IS OCCASIONALLY EXPOSED TO RISK OF ELECTRICAL SHOCK AND VIBRATION. THE NOISE LEVEL IN THE WORK ENVIRONMENT IS USUALLY LOUD.