



ESTIMATOR JOB DESCRIPTION

Morrow-Meadows Corporation is accepting applications for a full-time Estimator for its Electrical Division.

Responsibilities:

- Consult with clients, vendors, personnel in other departments to discuss and formulate estimates and resolve issues
- Analyze electrical, mechanical, architectural drawings and other documents to prepare time, cost, materials and labor estimates
- Prepare and submit bid RFI's and maintain log
- Work within Morrow-Meadows Corporation company policies
- Identify qualified suppliers/subcontractors and solicit quotes – review quotes for completeness with plans and specs
- Prepare and maintain bid folder
- Prepare new construction and remodel electrical estimates using ACCUBID Estimating system
- Attend job walks and pre-bid meetings
- Provide electrical budgets and rough order magnitudes as requested
- Provide value engineering and cost alternatives as necessary
- Thoroughly read project specifications and general conditions
- Meet with clients to discuss and review estimates
- Interface and work closely with Morrow-Meadows Corporation Subcontractors and Vendors
- Support and attend business development functions after normal work hours
- Build and maintain lasting relationships with our customers
- Prepare detailed proposals as required by our customers
- Attend, lead and/or provide support at kick off meetings on successful projects

Requirements:

- Proficient in Microsoft Office
- Good communications at multiple levels
- Minimum 5 years' experience in the electrical construction industry
- Previous estimating experience preferred
- Strong electrical knowledge in commercial construction including low voltage systems
- Detail oriented
- Organized
- Good computer skills
- Good communication skills

- Good attitude
- Dependability
- Customer focus
- Ability to work with tight schedules/deadlines
- Ability to work with others

Benefits:

Attracting and keeping the most talented people in the industry is a key to the stability and success of our corporation. Morrow-Meadows Corporation has structured our benefits package to ensure our employees are well compensated for their time and effort. Listed below are some key benefits all employees enjoy:

- Three Medical Benefit Options
 - HMO – Health Maintenance Organization
 - POS – Open Access Managed Care
 - HSA – Healthcare Savings Account
- Dental Insurance
- Basic Life Insurance
- Wellness Program
- 401 (k) Plan with employer matching contribution up to \$5,000 per employee annually
- Flexible Spending Account
- Long Term Disability Insurance
- Nine paid Holidays plus your birthday
- Paid Vacation
- A Company Bonus Program that pays out to eligible employees based on company profitability, performance and longevity
- The compensation package will be commensurate to the experience and requirements of the position

Office/Location:

105 Bing Street
San Carlos, CA 94070
650-634-0682

1255 Zephyr Avenue
Hayward, CA 94511
510-876-0815

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