

Job Title:	Mechanical Estimator	
Department/Group:	M&E	
Location:	Head Office	
Reporting To:	Operations Manager – M&E Division	
Job Role:	The role of the Mechanical Estimator is to support the Mechanical department overseeing all aspects of estimating within this department.	
RESPONSIBILITIES	<ul style="list-style-type: none"> • Prepares work to be estimated by gathering proposals, plans, specifications, and related documents. • Identifies labour, material, and time requirements by studying proposals, plans, specifications, and related documents. • Compile costs by analysing labour, material, and time requirements. • Resolves discrepancies by collecting and analysing information. • Presents prepared estimates by assembling and displaying numerical and descriptive information. • Prepares special reports by collecting, analysing, and summarising information and trends. • Maintains cost data base by entering and backing up data. • Maintains a log of all estimates coming into and leaving the business and analyses win/ loss rates and reasoning. • Maintains technical knowledge by attending educational workshops; reviewing technical publications. • Support the business in anyway necessary as appropriate when requested by Directors or Management. 	
SKILL SET REQUIREMENTS	<ul style="list-style-type: none"> • Excellent interpersonal and customer-facing skills; • Good administration skills; • Enjoy working with people; • Have good spoken and written communication skills; • Respect the importance of confidentiality, as you will be dealing with employees' personal details; • Have good organising skills; • Have problem solving skills; • Be able to work accurately, with good attention to detail; • Be able to use databases, spreadsheets, word processing and excel. • Excellent numeracy skills 	
Reviewed By:	Michael Hale	
Approved by:	Cara Roper, HRLD Manager	
Approved By:	Date:	December 9, 2023