



ESTIMATOR JOB DESCRIPTION

PURPOSE:

The Sheet Metal Estimator will play a key role in expanding our estimating team to support our fast-growing business. The Sheet Metal Estimator will primarily handle job specific estimating focusing on construction standards, managing of the company's estimating practices as services, tracking, investigating, and reporting estimating information. This position will require project management ranging from small to large scale projects. This position reports to the Inside Sales Manager-Pomona.

ESSENTIAL DUTIES:

- Prepare quotes, contracts, and responses for current and potential customers.
- Able to meet deadlines.
- Coordinate with other departments in handling purchase orders and providing service to customers in a timely and accurate manner.
- Manage and coordinate projects from small to large scope.
- Operate and Interpret 3D models.
- Data entry/Order processing
- Solve customer issues and make quick decisions under pressure.
- Performing quality control on the project throughout fabrication to maintain the standards expected.
- Identifying and managing potential risks of multiple projects
- Communicate sales issues with direct manager.
- High energy and a willingness to learn.
- Adhere to all company policies and procedures.
- Support our company's foundational values in the stated areas of Safety, Customer Focus, Teamwork, Integrity, and other ways that make SDF a company of choice for employees and customers.
- Other duties may be assigned

CORE COMPETENCIES

Adaptability & Accountability: Adapts to changes in the work environment, manages competing demands, accepts criticism and feedback, changes approach or method to best fit the situation and takes responsibility for own actions.

Attendance & Punctuality: Schedules time off in advance, begins working on time, keeps absences within guidelines, ensures work responsibilities are covered when absent and arrives at meetings and appointments on time.

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Analytical Skills: Synthesizes complex or diverse information, collects and researches data when necessary, identifies data relationships, designs workflows and procedures, analyzes assigned tasks, resources, and workflow processes to prioritize projects and determine best way of meeting deadlines and requirements.

Communication: Expresses ideas and thoughts both verbally and in written form, exhibits good listening skills and comprehension, responds well to questions, writes clearly and informatively and edits work for spelling and grammar. Presents accurate numerical data effectively.

Judgment: Displays willingness to make decisions timely, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and takes responsibility for communication including what is heard.

Teamwork / Morale: Treats others with respect and courtesy, gives and welcomes feedback, inspires the trust of others, exhibits tact and consideration, displays positive outlook and pleasant manner, offers assistance and support to co-workers, works cooperatively in group situations Engages consistently in professional behavior.

Business Ethics: Works with integrity and ethically, upholds organizational values and abides by written policies.

Compliance: Within specified functional area of authority, is personally accountable to understand and ensure regulatory and policy compliance with state and federal requirements in accordance with his/her respective job duties and responsibilities

Confidentiality: Maintains a high degree of confidentiality.

Organization: Maintains continuous workflow to meet daily/weekly/monthly deadlines.

Job Qualifications

Must be able to perform all the essential duties of the position satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Highschool Diploma required; (Or GED equivalent).
- Sheet metal/HVAC industry experience preferred but not required.
- Demonstrated success in client acquisition, retention, and client relationship expansion.
- Organized and Manages Times effectively
- **Computer & Software Skills**
 - Must have foundational computer skills including Microsoft Office Suite (Outlook email and calendaring), Excel, Word

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