



POSITION DESCRIPTION

ESTIMATOR / DESIGNER

REVISION: 1 1-24-2018

APPROVED BY: JME

DATE: January 24th, 2018

DEPT: Richardson, Texas

REPORTS TO: Company President

JOB CODE: ESTDGN

SUMMARY STATEMENT

Our company has an excellent opportunity for an experienced Estimator and Design professional to join our team. The ideal candidate will have previous experience in commercial construction, be organized, motivated, detail-oriented and driven. We are offering a competitive salary commensurate with experience. In this role, the Estimator/ Designer will support the Sales team as an estimator and provide the customer with unique playground designs.

ESSENTIAL QUALIFICATIONS

- Education equivalent to a four-year degree and one year of estimating, design, or landscape architecture experience. Having a design or landscape architect background or degree is a plus.

GENERAL QUALIFICATIONS

- Experience in commercial construction (playground experience a plus)
- Experience in job estimating
- Ability to source pricing from multiple vendors and manufacturers
- Comfortable meeting architects, contractors, and potential customers
- Team oriented and personable. Wants to work with people.
- Basic understanding of Auto CAD and design software
- Proficient with Office 365 (Excel, Power Point, etc)
- Desire to create unique designs
- Understanding of color palettes and use of color in design
- Ability to read architectural drawings
- Ability to read and interpret specifications
- Good written and verbal communication skills
- Ability to quickly respond to customers
- Desire to please customers
- Able to work well under pressure and manage multiple priorities
- Technical and mechanical aptitude
- Strong organizational skills and attention to detail
- Ability to promote product and services as needed
- Flexible to continue skill development and cross-training



METRICS

- Timely and accurate completion of essential responsibilities
- Active involvement in achieving company goals
- Staff engagement, satisfaction and turnover
- Customer Service focus / Quick response time
- Produces quality and accurate work

SECONDARY RESPONSIBILITIES

- Conduct product demonstrations or training
- Visits sites to assist with layouts / design as needed
- Answer phone when office manager is unavailable
- Support parts orders when sales support specialist is unavailable