

JOB DESCRIPTION

Victory Energy Operations, LLC.

POSITION: Estimator	ISSUE DATE: February 2009
REPORTS TO: Sales and Marketing	JDA:
JOB CODE(S):	GRADE: FLSA:

OVERALL JOB PURPOSE:

To develop labor/material/service cost estimates based on Bills of Material, Engineering drawings, customer specifications, materials cost database and other source documents in support of customer project bids and standard base units cost accuracy.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Develop and maintain detailed, accurate standard base unit cost analysis database in all variable operational ranges.
2. Develop and maintain detailed, accurate base unit options cost analysis database.
3. Develop and maintain cost database for plate, structural and mechanical equipment required in the fabrication of pressure vessels.
4. Analyze product costing for potential improvements.
5. Maintains manual or computerized estimating records as assigned.
6. Completes special projects and duties as required.
7. Adhere to all company policies and procedures.

OTHER JOB DUTIES:

Other assigned duties necessary to facilitate organizational goals and objectives as directed by the Purchasing Manager.

ESSENTIAL JOB QUALIFICATIONS:

- Associates Degree and four years experience or combination of education and experience.
- Experience in manufacturing estimating, preferably in metal fabrication, pressure vessel environment.
- Working knowledge of Estimating practices and procedures.
- Strong communication skills, both verbally and written.
- Strong mechanical drawing reading skills.
- Excellent mathematical, planning and organizational skills
- Functional use of Microsoft Word, Excel, Outlook and Internet.