

## SOLAR & ELECTRICAL ESTIMATOR

Sustineo is committed to excellence in workmanship, delighting our clients, and ensuring each project is successful for all project partners. We have been in business for over a decade and operate in California, Arizona, and New Jersey. Sustineo is looking for hardworking, qualified individuals that thrive in a team atmosphere. We are an industry leader in the solar business and continue to remain competitive because of our extraordinary teamwork and focus on creating clients for life.

**Job Title:** Solar & Electrical Estimator  
**Reports To:** Vice President of Construction  
**Location:** Southern California Based  
**Coordination:** Cost Estimates, Logistics, RFI Support, Material Procurement

### SUMMARY OF ROLE

In this role, you will support both our project engineers, project administrators, construction staff in estimating construction costs for our project budgets. This supporting role works closely with all members of the construction team, analyzing project information, monitoring project costs, organizing information, and properly estimating all costs. The support role begins with excellent communication and concludes with an under-budget project and a delighted client.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### PLANNING & ESTIMATING

Attend Pre-bid meetings and site surveys as required  
Coordinate with RFP issuers, VP of Construction, and Engineers on Project Specifications  
Review and Analyze Specifications, Drawings, Proposals, to complete a quantity survey to prepare time, cost, and labor estimates for bids

#### MATERIALS PROCUREMENT & SUPPLIER COORDINATION

Develop quotes for materials in line with project budget  
Cultivate vendor relationships with multiple suppliers  
Coordinate with Project Managers and Site Superintendents to develop scopes of work and generate proposals from Sub-Contractors

#### PROJECT COORDINATION

Understand the project scopes of work  
Assist Project Management with generation of time, cost and labor estimates for change orders  
Work with Project Management to review Initial Estimates vs. Actuals during Project close out.

## **RELATED EXPERIENCE AND MINIMUM REQUIREMENTS**

### **MINIMUM REQUIREMENTS**

- Willingness to Travel
- High School Diploma, or GED required. A Bachelor's Degree or related project experience is preferred.
- Three years minimum experience in Solar and Electrical Estimating
- Proficient in Accubid, Trade Service, and LiveCount Estimating Software
- Valid CA Driver's License is Required
- Strong computer, telephone, proofreading, and filing skills
- Highly organized individuals, that thrive in systematic and process driven environments
- Strong writing, documentation, and communications skills
- Ability to work efficiently, juggle multiple projects
- Must maintain a calm professional demeanor and work effectively even under high stress and significant pressure from both internal and external objectives.
- Ability to work cooperatively in a team environment.

### **SHALL EXHIBIT THE FOLLOWING EXPERTISE:**

- Positive attitude with a focus on creating solid working relationships that foster long term client work
- Excellent PC computer skills, highly proficient in Excel, as well as the MS Office Suite, including PowerPoint, Access, and Word
- Sales and marketing leadership
- Profitability and cost analysis
- Contract negotiations and strategic alliances
- Attention to detail and a good understanding on electrical equipment and project budgets
- Understanding of material suppliers throughout California, Arizona, and New Jersey.
- Demonstrated application of current software used to produce tracking documentation and reports
- Knowledge of project management skills & techniques
- Knowledge of SAGE 100 Software – preferred not required
- Knowledge of Adobe/BlueBeam software and AutoCAD.

## **OTHER PERTINENT INFORMATION**

Position will be staffed full time in Southern California, at our San Diego headquarters. Candidate must be legally entitled to work and reside in the U.S.

If you are interested in joining our team, please submit your cover letter and resume to our HR department at: [Careers@SustineoPlanet.com](mailto:Careers@SustineoPlanet.com)