



# Collins & Jewell Company

**INDUSTRIAL INSTALLERS / CUSTOM FABRICATORS**

*A Proud Connecticut Corporation For More Than 60 Years*

5 Rachel Drive  
Bozrah, CT 06334  
Ph. 860-887-8813  
Fax 860-886-5359  
[www.collins-jewell.com](http://www.collins-jewell.com)

**Job Title:** Senior Estimator II  
**Department:** Estimating  
**Reports To:** Design Engineering Manager  
**FSLA:** Non-Exempt

## **Company Profile and Mission:**

Collins & Jewell Co., Inc is an Industrial Installation and Custom Steel Fabrication company which provides the Manufacturing and Processing Industries with the latest mechanical services. Our professionally trained staff can cover the complete spectrum of Industrial Installation and Custom Fabrication manufacturing projects ranging from mechanical, electrical, and project management needs for any scale project large or small. This is done through our high caliber responsive team of experienced professionals who employ integrity, honesty, and ingenuity. Our commitment is to deliver the highest quality, the latest technology, and unmatched flexibility which will enable us to exceed our customers' expectations.

Our mission is to pride ourselves in our ability to meet the needs of our growing list of customers and welcome the opportunity to face special challenges head-on while maintaining a strict standard of cost-effectiveness and timeliness.

COVID-19 continues to significantly impact our employees, families and communities. With employee health and safety as our top priority, Collins & Jewell Company Inc is taking action to address the increased risk and uncertainty COVID variants pose in the workplace and ensuring we meet our commitments to national security.

## **Summary of Position:**

The Senior Cost Estimator will be a crucial team member who will be responsible for providing detailed and winning estimates. This individual will be working with others for evaluating bid specifications and drawings and gathering all necessary information. The estimator must build and nurture relationships with suppliers and subcontractors to ensure we are getting the best possible prices when preparing an estimate and collaborate with the estimating team to ensure proposals are submitted on time and in the required format.

Coordinate, develop, compile, and submit detailed information required to provide complete and comprehensive estimates of all labor, material, and subcontractor costs associated with assigned projects.

The job function regularly exercises discretion and judgment in a matter that is significant to the organization's likelihood of success in securing contracts.

**Job Requirements** include but not limited to the following. Other duties may be assigned per the direction of the Estimating Manager.



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## **Essential Duties and Responsibilities:**

- Works closely with Department Managers, [Architects](#), [Engineers](#), [General Contractors](#) and Steel Fabricators to prepare/submit final erection estimates.
- Must comply with the requirements of the design drawings and with all industry standards and protocols, such as those established by the [American Institute of Steel Construction](#) (AISC) and the [American Welding Society](#) (AWS) and comply with current OSHA and IBC Building codes.
- Determine trade specific labor hour estimates of work required to meet the requirements of the bid specifications.
- Read and interpret bid specifications to identify the scope of work.
- Read and interpret references to include, blueprints, Liaison Action Requests, Technical Manuals, military and commercial material specifications, and standards of construction, to identify materials required to accomplish the intent of the contract specifications.
- Solicit, review, and analyze Subcontractor and Vendor quotes to assure quoted price, scope and terms comply with schedule and specifications.
- Uses history to establish and document standard costs and develops costs for new work where standards and history do not exist. Identify discrepancies with specifications and references and generate a clear and concise technical question to clarify contract specifications using Microsoft Word.
- Work to the timeline established by the customer.
- Assist with Job Turnover meetings with Production upon successful award of contract.
- Work within the Quality Management System criteria.
- Must be proficient with Microsoft Office software. (Experience with FAB SUITE or other estimating software is a plus.)

## **Experience and Qualifications:**

- Must possess a courteous, and professional demeanor
- Must be detail oriented, with excellent verbal and written communication skills
- Must be familiar with and know how to read and interpret specifications, be able to read and interpret references to include, blueprints, Liaison Action Requests, Technical Manuals, military and commercial material specifications and standards of construction.
- Must be able to use Microsoft Word, Excel, Outlook, Internet Explorer, or other internet search software.
- Must be able to gain access to military installations. Must pass drug screen and background investigation.
- Extensive knowledge of industry standards including AWS, AISC



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## **Basic Qualifications/Education:**

- Bachelor's Degree Preferred and a minimum of 3 years of Estimating or Proposal Experience
- Proficient in Microsoft Excel and PowerPoint
- Strong Analytic Skills with an Attention to Detail
- Knowledge of Assembly Processes
- Knowledge of Composites Fabrication Processes

## **Preferred Qualifications/Education:**

- Bachelor's degree in Manufacturing Engineering, Industrial Engineering or related discipline
- Experience Performing Data and Trend Analysis
- Experienced in Military contracts RFP/Change systems and FAR requirements
- Understanding of Time Standards, Variance Factors, and Learning Curves
- Experience in Statistical Analysis or Least Square Regressions
- Experience in presenting technical and theoretical analysis to senior management

## **Work Experience**

Minimum of 3 years work experience in estimating or proposal experience.

## **Quality Characteristics:**

The individual for this position must be an energetic person who interacts well with a diverse staff and client base. This person will be highly motivated, proactive, and able to work independently. The candidate for this position will feel comfortable taking the initiative in system development, problem solving, internal and external office communications as well as be flexible and accommodating in adapting to shifting priorities. A professional work ethic, positive attitude, and the openness to new challenges will be a required attribute for this position. This person will demonstrate their ability regarding, attention to detail, organization, and a creative problem solver. The candidate for this position will maintain composure and enjoy working in an evolving environment proving ambitions of self-improvement and the willingness to cross train in responsibilities of other departments.

## **Physical Requirements:**

Ability to sit and/or stand for long periods of time.

This is NOT a physically demanding position and may accommodate most physical disabilities. There may be occasional lifting of office materials or files weighing not more than 20 pounds. Physical dexterity may be required when operating calculators, copiers, computers and/or other typical office equipment.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs/vertical ladders; balance; stoop, kneel,



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crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

Position requires as many hours needed to fulfill the daily and weekly obligations required to carry out the functions. Working long days including evenings and weekends can be required for this position. Position requires occasional out of state air/road travel as needed and required. A clean driving record will be required due to required road travel. Current and valid driver's license and proof of acceptable insurance is required. This position is generally indoors in a climate controlled office. However, occasional visitations to the outdoor plant facilities and job sites will be required. Travel time is 10%. Reasonable accommodations will be made upon request for those who have disabilities that qualify under the American with Disabilities Act.

## **Evaluation Criteria:**

- Personal Development
- Company/Team Development
- Critical Thinking
- Accountability
- Professional Conduct
- Leadership
- Conflict Resolution
- Collaboration
- Mentoring

## **Benefits:**

- Medical Benefits (To include; Vision, Dental, Short Term Disability)
- Retirement Plan (401K)
- Paid Vacations
- Paid Holidays

Collins & Jewell Company Inc. is an Equal Opportunity Employer with and Affirmative Action Plan.