



**POSITION GUIDELINE**

POSITION: Estimator

DEPARTMENT: Administration

REPORTS TO: VP of Operations

DATE PREPARED: December 24, 2002

**BRIEF DESCRIPTION OF RESPONSIBILITIES**

- Understand the needs of the client and the capabilities of JNE Welding.
- Ability to read drawings, understand the specifications, codes and regulations applicable to the project.
- Understand the material costs and when to seek quotations from suppliers.
- Ability to identify the needs and requirements of our sub-contractors and foster a positive relationship between them and our firm.
- Using best judgment and historical information, reasonably estimate the value of the labor component for projects.
- Prepare formal written quotations that meet the needs of the client and limit the risk to JNE Welding.
- To promote JNE within current client base and seek new avenues of work.
- Participate in and enforce safety programs and initiatives as part of the management team.
- Obtain supplier quotes according to JNE Welding Ltd.'s code of ethics.
- Maintain appropriate confidentiality of Company, customer and supplier information.

*We will provide the resources and the framework for our employees to do whatever it takes to get the job done. Each employee is expected to act within the scope of this guideline but also be flexible in the performance of his or her duties in the JNE environment.*

**DESIRED QUALIFICATIONS**

- Ability to read drawings and blueprints
- Good understanding of steel fabrication, its codes, and regulations
- Strong interpersonal skills and communication skills (both written and verbal)
- To be able to assume the inherent risks involved with quotations
- Proficient computer skills and good operating knowledge of Microsoft Office and AutoCAD

EMPLOYEE ACKNOWLEDGEMENT:

DATE:

APPROVED BY:

DATE: