

Job Description – Conceptual Estimator

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Conceptual Estimator for LBPP. The standard is valid for all Conceptual Estimators.

2.0 General:

The Conceptual Estimator will prepare and issue conceptual and detailed estimates for the various Business Units and project managers. The Conceptual Estimator will also assist with the development and maintenance of standard methods of estimating including MS Excel, 3rd party proprietary estimating software, such as McCormick, Kbase, Bid Manager, etc., so data can be exchanged among these products.

3.0 Tasks and Responsibilities:

The Conceptual Estimator shall be responsible for, but not limited to, the following:

- Prepare and present Level I and Level II estimates for proposal preparation, detailed re-estimates and detailed change management estimates as required.
- Assist with coordination of Proposal Managers to ensure the estimating needs of their proposals are fulfilled.
- Coordinate with project managers to ensure major changes from the estimate are incorporated via the change management system.
- Formulate and provide conceptual estimates based on job complexity, information available, and time schedule.
- Review and evaluate proposal estimates for accuracy, completeness and compliance to proposal scope.
- Assist with assessment of individual work loads and work assignments.
- Reviews departmental resource planning results and makes recommendations.
- Establishes regular meetings to provide information not related to projects.
- Assists with the enhancement and development of estimating tools and historical trending tools.
- Reviews historical data to enhance estimating methodologies and accuracies.
- Assist with development and tracking of the project Quantity Tracking Matrix throughout the life cycle of each project.

4.0 Education and Experience Required:

- BS/BA or equivalent combination of education and experience.
- Minimum 10 years petrochemical conceptual and detailed estimating experience.

5.0 Skills Required:

- Must work well with others.
- Effective communication skills both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- Ability to work with minimal supervision.
- Effective analytical and problem-solving skills.

- Ability to prioritize workload to meet deadlines.
- Attention to detail.
- Effective computer skills; Microsoft Office Software, Lotus Notes, and other Company and discipline specific software applications.
- Knowledge and training of Aspentech's Kbase estimating software is desired

6.0 Travel Percentage:

- Minimal, less than 5%

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit for long periods. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Reports To:

- Director of Estimating

9.0 FLSA Status:

- Exempt

10.0 Direct Reports:

- None

11.0 HAY Grade:

- None

12.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____