



# 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:** Structural Steel Estimator  
**Department:** Estimating/Sales  
**Reports To:** Business Development/Estimating 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.

## **Summary of Position:**

Works closely with Department Managers, [Architects](#), [Engineers](#), [General Contractors](#) and Steel Fabricators to prepare/submit final erection estimates. Structural Steel Estimator (Structural & Misc. Steel) is responsible for providing a complete estimate. Estimator must be a self-starter with the ability to work with minimal supervision.

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

## **Essential Duties and Responsibilities:**

- Works closely with Estimating Manager, Production Manager, Project 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.
- Review all construction documents including Instructions to bidders and scope of work
- Participate in pre-bid meetings and site visits as required
- Review in detail assigned subcontractor and vendor quotations for full compliance with the plans and specifications



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- Ability to meet deadlines on a regular basis while maintaining a high level of accuracy and quality.
- Capable of accurately checking the work of other estimators.
- Establish and maintain effective working relationships with co-workers while demonstrating courteous and professional office etiquette.
- Strong experience reading and interpreting architectural and structural design drawings
- Good technical writing and verbal communication skills
- Strong knowledge of steel erection and shop fabrication process
- Strong Time Management and Organizational skills
- Good communicator with customers, and diligence following up
- Experience: 3+ years steel estimating
- Education: High school graduate
- Must be proficient with Microsoft Office software. (Experience with FAB SUITE or other estimating software is a plus.)

## **Desired Skills, Experience and Qualifications:**

- High School diploma or GED.
- Display knowledge of Estimating principles, practices, methods and techniques.
- Strong written and verbal communication skills.
- Extensive knowledge of industry standards including AWS, AISC

## **Education/Training**

High School Diploma or equivalent:

## **Work Experience**

1-2 years' work experience in structural steel estimating.

## **Specialized Knowledge**

- Basic knowledge of structural steel detailing. This includes the ability to read design drawings.
- Understanding of steel purchasing, fabrication and erection operations.
- Good perception of and visualization of structural assemblies.
- High attention to detail.
- Ability to provide cost effective and value adding solutions.

## **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



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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.

## **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.