



ComNet Communications LLC  
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## AUDIO/VISUAL ESTIMATOR

### DESCRIPTION

This position is responsible for overseeing the preparation of detailed cost estimates for completion of project requirements from customers. Trains and directs Estimators.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend bid meetings and site surveys
- Review RFPs to understand scope of work to bid
- Review estimates and revisions for completeness and accuracy
- Execute take-offs of documents
- Work with manufacturers and distribution to obtain pricing for materials
- Work with management to determine labor capabilities and rates, equipment and other requirements
- Perform project hand-offs with team upon project reward
- Prepare change order pricing for on-going project work when required
- Train and direct Estimators
- Other duties as assigned

### JOB REQUIREMENTS

- High School Diploma or equivalent
- 5+ years experience developing cost estimates
- Strong knowledge of AutoCAD software
- Sound knowledge of engineering design principles
- Good numeracy and computer skills
- Strong attention to detail
- Good communication skills
- Knowledge of material properties
- An understanding of manufacturing processes and construction methods
- Good problem-solving skills
- Ability to work effectively as part of a team
- Ability to meet deadlines

## JOB REQUIREMENTS CONTINUED

- Ability to travel
- Ability to train and direct others
- Ability to prioritize and plan work activities
- Ability to meet deadlines
- Ability to climb or reach
- Ability to see things at close vision, in color and in focus
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to lift and/or move up to 10 pounds

The worker is subject to inside environmental conditions.