

UTS, a family-owned business located in Oklahoma City is seeking a motivated Underground Waterworks Estimator who can be the backbone of each project's success. The ideal candidate will have experience working in the waterworks/underground industry. If you thrive in a dynamic environment, have the ability to create strong relationships and eager for growth opportunities, then apply today!

Estimator Job Summary:

Accurately and efficiently prepare, coordinate, and prioritize material takeoffs of underground products for DOT, public, and private projects.

- Meet or exceed the expectations of our customers by providing a positive customer experience.
- Be a positive and professional representative of UTS in all customer and stakeholder interactions, acting with honesty and integrity.
- Treat all employees, vendors, customers, and stakeholders with respect and dignity.
- Effectively prioritize accurate material takeoffs for projects as requested by customers and sales reps, based on project type and bid date (project type priority: 1. DOT projects (as assigned), 2. Public projects, 3. Private projects (only if capacity allows))
- Review project documentation to determine correct product specifications and project material requirements (including Buy America, AIS, BABA, etc.)
- Communicate with project stakeholders (including sales reps, vendors, customers, and engineers) to gather information needed to prepare an accurate material takeoff.
- Accurately and efficiently compile a material takeoff of sold underground products containing product quantities, product specifications (including multiple material specs if applicable), and certification requirements; organized by bid item (or by utility type for private projects, i.e. Water, Sanitary, Storm).
- Find and review project addenda to update the material takeoff, specifications, and certification requirements accordingly
- Store project information in an organized manner per company specifications, including plans, specifications, addendums, and correspondence
- Assist in gathering material quotes for projects, as required.
- Assist with typing project quotes in the ERP system as required.
- Keep up to date on new and improved products, specifications, certifications, and installation methods; passing along information and suggestions to underground sales leadership.
- Communicate any/all product and vendor opportunities to sales leadership for review.
- Attend vendor and industry trainings as assigned.
- Regular and predictable attendance.
- Work safely.

Supervisory Responsibilities:

- None

Knowledge, Skills, and Abilities:

- Working knowledge of products sold and their applications.
- Effective interpersonal, communication, negotiation, organizational, judgement, decision making, stress management, accuracy, and analytical skills.
- Maintain professional image as a representative of the company.
- Ability to read and interpret blueprints and other documents, such as safety rules, operating and maintenance instructions, and procedures manuals.
- Working knowledge of Microsoft Office products and Eclipse.
- Ability to manage multiple tasks and priorities and easily adapt to changing situations.
- Ability to accurately add, subtract, multiply, and divide with or without using a calculator.
- Ability to accurately calculate figures and amounts such as margins, discounts, interest, proportions, percentages, area, circumference and volume.
- Ability to operate standard office equipment.
- Available and able to travel as needed.

Education and/or Experience:

- Bachelor's degree or equivalent from four-year college or technical school; or
- Two years of related experience and training; or
- Equivalent combination of experience and education.

Certifications and/or Licenses:

- Valid driver's license and acceptable driving record.

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Frequently required to sit; talk and hear; and use fingers.
- Regularly required to walk and stand; carry; and reach, grasp, and handle.
- Occasionally required to lift and/or move up to 10 pounds.
- Must be able to fulfill the essential job functions in a consistent state of alertness and a safe manner.
- Specific vision abilities required by this job include clear vision at 20 inches or less and 20 feet or more.
- Work performed primarily inside.
- The noise level in the work environment is usually moderate.
- Pass substance abuse screening.