



385 LINCOLN AVENUE  
WARWICK, RHODE ISLAND 02888  
PHONE: 401-641-5601 FAX: 401-732-0006

### **ELECTRICAL ESTIMATOR**

**POSITION TYPE:** Full-time

**SALARY:**

- \$65,000 - \$75,000

**BENEFITS:**

- Salary commensurate with experience
- Full-coverage medical insurance
- Life Insurance
- 401K program with up to 3% employer match

**JOB DESCRIPTION:**

Cardi Corporation's affiliate company, AM Electric LLC, is seeking an Electrical Estimator. The Electrical Estimator will oversee all aspects of assigned commercial projects from commencement to completion. They will be the main point of contact and will coordinate the job team to meet all project goals and may be assigned different duties depending on project needs.

**Responsibilities:**

- Oversee pre-construction meetings to ensure successful handoff from estimating to field
- Process Requests for Information (RFIs)
- Contract & internal billing including time and materials invoices for review and approval
- Estimate change orders for assigned projects as necessary
- Plan, schedule and maintain timelines by optimizing resources in a fast-paced construction/installation environment
- Set clear goals and expectations to foreman
- Manage all job closeout procedures
- Negotiate and resolve all customer relations
- Develop/maintain network of professional relationships within our industry
- Estimating

**REQUIREMENTS:**

- Bachelor's Degree in Engineering or Construction Management, or Licensed Electrician (RI) with 2 years of experience in electrical construction supervision.
- Prior experience in electrical estimating
- Experience with contract documents such as contract drawings, specifications, subcontracts, contract addendum, and change orders.
- Excellent oral and written communication ability
- Strong computer skills including Microsoft Office
- Strong organizational skills, self-motivation, client relations, and people management skills.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**COMMERCIAL - INDUSTRIAL - HEAVY CONSTRUCTION**