



POSITION: Design Estimator

ACCOUNTABLE TO: Estimating Supervisor
and Technical Sales

DEPARTMENT: Engineering

PRIMARY OBJECTIVE OF POSITION:

To manage the quote process by prioritizing quote backlog and developing estimated costs for each quote; thus insuring accurate timely information to our potential customers.

POSITION RESPONSIBILITIES:

I. Estimating & Design

1. Evaluation of quotes from sales department to determine extent of engineering needs.
2. Analysis of drawings and specifications forwarded to DCI by the potential customer.
3. Basic Engineering design work on standard product lines and similar manufactured products, using engineering standards developed and guided by the engineering department.
4. Communicate with customer during quotation process to understand what they need and guide them to an economical DCI solution while keeping sales in the loop.
5. Development and maintenance of standard costs as they apply to materials and DCI labor.
6. Development and maintenance of automated tool to generate the standard costs quickly for each quote.
7. Calculation and generation of formal estimated cost document for each quote.
8. Ability to estimate accurately and timely without supervision or supervisory review.
9. Attend Order kick-off meetings and help resolve issues with new orders.
10. Complete review of underperforming jobs as requested.

II. Coordination

1. Support parts, SSI, field service, and Missouri field fabrication operations, with the necessary information.
2. Maintain current outside suppliers and price lists used in estimating, as directed
3. Maintain and update shop standards and BOM's in estimating programs, as directed.
4. Provide daily sales contact, when necessary.
5. Assist with change order pricing.

iii. Other duties as required.

SPECIAL OR OCCASIONAL RESPONSIBILITIES:

1. Attends meetings and seminars as needed.
2. Visit customer sites to assist closing the sale (occasionally)

QUALIFICATIONS:

1. Post secondary education with emphasis in Engineering/mechanical, or materials.
2. Excellent computer skills, including Microsoft Office - Advanced Excel skills, internet search skills, and Adobe PDF
3. Ability to coordinate and prioritize multiple projects, with the ability to change priorities quickly but not lose details
4. Extensive DCI product knowledge
5. Detail oriented

6. Experience in manufacturing or estimating.
7. Ability to communicate effectively orally and in writing.
8. Ability to project a positive and professional image to employees, vendors, and customers.
9. Ability to establish and maintain effective working relationships is essential.
10. Engineering experience, or the ability to learn and understand DCI engineering concepts for tank and agitator design.
11. Mechanical aptitude with good math skills
12. Ability to read and understand drawings, BOMs, and PIDs (to some extent)
13. Ability to search multiple data bases (ACT, SL8, etc) for costs, previous jobs, quotes or drawings.
14. Customer service/sales skills – the ability to communicate verbally and in writing to customers to understand their needs and help them determine what products design criteria they need. Not afraid to pick up the phone (or Go to Meeting) to make sure the communication is understood.
15. Energetic Self-starter with a positive attitude and the ability to multi-task who takes ownership/responsibility and who is willing to help and cover for other team members.