



## MillerClapperton

Southeast | Mid-Atlantic | Midwest | Mountain West | West

**Position Title:**

Wall Cladding Estimator

**Reports To:**

Sales Manager

**Job Purpose:**

To prepare material take-offs of multiple exterior wall cladding products including metal composite material, high pressure laminate/phenolic, profiled single skin, insulated metal, fiber cement, terra cotta, etc.. Create cost estimates and prepare quotations for submission to general contractors and to installing subcontractors.

**Responsibilities:**

- To provide accurate panel and material take-offs by reading and interpreting Architectural drawings for multiple exterior wall cladding products.
- To prepare neat, accurate, easy-to-follow quotation documents for general contractors and installing subcontractors.
- To perform under tight Bid schedule deadlines that often have last minute changes and project requirements, which may also require extra hours to meet these deadlines.
- To promptly returning calls, e-mails, and other correspondence that may originate from customers, architects, or material representatives when required.
- To continually improve productivity, accuracy, product and construction knowledge to expand the personal level of expertise.

**Requirements:**

- Must have a minimum of three (3) years of estimating experience with exterior wall cladding or similar products.
- Must be able to read and interpret Architectural drawings, project specifications, and Addendums.
- The ability to interact and communicate effectively (both written and oral) with in-house staff, as well as with customers, Architects, and Engineers (on an as needed basis).
- The ability to problem solve and make confident judgment decisions when reviewing incomplete or conflicting drawings, specifications or project requirements.
- A general understanding of construction practices, principles, methods and techniques.
- Must be PC competent and have specific experience using Excel, Outlook, and Word.
- Experience with on-screen take-off software is desired but not required.

**Work Context:**

- A high degree of accuracy and exactness is extremely important in the performance of this job.
- Due to stringent schedule requirements it is sometimes necessary to work additional hours above and beyond a typical 40 hour week to complete an assigned task.
- Occasional in-town and out of town travel is required to attend project meetings, customer meetings, and/or industry tradeshows.
- Present yourself in a professional and courteous manner at all times.