

Membrane Process & Controls, Inc.

Job Description



Job title: Estimator

Work Location: Edgar, WI – Main Office

Division/Department: Estimating - Sales

Reports to: Estimating Supervisor

**X Full-time
Part-time**

**Exempt
X Nonexempt**

Essential Duties and Responsibilities:

This position is the interface between the sales, estimating, engineering, and design departments and is responsible to work with all four to define scope of work for custom sanitary process systems, equipment, and mechanical components which MP&C designs and builds. The majority of the equipment and systems are utilized in the food and dairy industries. This role must maintain MP&C's integrity, professionalism, and profitability through interaction with vendors, internal personnel, and customers.

- This is a detail-oriented position. The individual is required to get specific technical information from internal resources or potential customers, discern what information is pertinent, and then communicate it effectively to the other internal departments. The measure of that effectiveness will be able to be measured by the “turn-around time” of an accurate cost estimate or complete drawing.
- Provide support to the fabrication department regarding drawing and parts information.
- Assist sales in obtaining drawing approvals and information needs.
- Support sales and estimating department to provide preparation of pre-bid concept and general arrangement drawings. Also assist with technical and cost evaluation of proposals.
- Must have basic knowledge of both fluid process systems and how PLC based automation is commonly utilized to control such systems. These systems are typical of membrane filtration, heat transfer, tank filling/emptying, mechanical separation, Clean in Place (CIP), and chemical/additive injection.
- Understanding of basic types of metal shop fabrication processes (i.e., rolling, forming, welding, polish/grind, machining) and ability to communicate these capabilities.
- Understand how piping installation is accomplished for sanitary processing facilities.
- Potential travel and work with sales personnel, project managers, and process engineers to support quoting of projects.
- Interface with vendors for knowledge and guidance of component selections as well as to obtain sizing and pricing for critical items.
- Responsible for completing pipe, fitting, and mechanical component take offs from drawing, plant visits, and email RFQ information then organizing that into an MPC cost estimate sheet to input component prices and calculate labor for shop.
- Interface directly with customers for preparation and presentation of proposals as part of the sales team.
- Basic guidance of sales personnel in the review of cost estimates and the technical sections of proposals prior to submission.
- Need to have the ability to read and interpret mechanical fabrication drawings.
- Must be capable of acquiring dimensional information from industrial plant facilities then communicate that in graphical and written form as required for use by the estimating personnel at MPC. This includes room layouts for equipment placement, access paths for equipment installation, routing locations for piping, and utilities.
- Needs to be able to read, interpret, and create concept Process & Instrumentation Drawings with MPC standard symbols for valves, pumps, HX, and instruments.
- Ability to learn basic automation/control topological structure for communication with potential customers to assess the necessary scope of work to quote in support of system and equipment proposals.
- Must have the ability to clearly organize all information obtained from a customer site pre-sale visit, so it can be presented in both graphical and written form to email as an informal RFQ. This information will be used by the estimating personnel at MPC for developing both material and labor cost estimates.
- Maintain compliance with all company policies and procedures.
- Must have and maintain a valid Driver's License.
- An average of 10% over night travel to both state and domestic U.S. customer facilities is required. Occasional travel outside the U.S. may be required.

Education and/or Work Experience Requirements:

- A minimum of 7 years of experience or a two-year technical school degree.
- Excellent math and technical reading aptitude.
- Excellent verbal and written communication skills, including ability to effectively communicate with both internal personnel and customers.
- Good understanding of process piping installation or ability to learn what is required for the purpose of labor quotation.
- Excellent computer proficiency (MS Office – Word, Excel, and Outlook)
- AutoCAD experience for general arrangement designs, plant layouts and concept PID creation.
- Must be able to work under pressure and meet deadlines, while maintaining a positive, professional attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, priorities, and standard accepted practices

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to sit for work at a desk and/or stand for long periods of time
- Ability to walk, climb ladders, bend, lift and carry up to 25 pounds
- Must be able to talk, listen and speak clearly in person or via phone

Print Employee Name:

Employee signature:

Date: