



**Dalton Electric Company**  
3511 132<sup>nd</sup> St. SW. Suite #4  
Lynnwood, Washington 98087  
Office 425-787-1826 Fax 425-787-1827

## Electrical Estimator/Project Manager

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Dalton Electric Company has an opening for a self-motivated individual possessing 5+ years experience successfully estimating and managing commercial, industrial and marine electrical projects. (See our web page for specific types of projects- [www.daltonelectriccompany.com](http://www.daltonelectriccompany.com) ). This individual will be responsible for developing, labor, material, and equipment estimates. We are looking for an individual with strong interpersonal skills for working with both the internal team and clients. Applicant must possess computer literacy in Word, Excel, and Outlook. We are looking for an individual who can take ownership of a project, research information without direction, self-starter, self-motivated and have the ability to work without direction.

Applicant is required to have a valid Washington State Driver License with a clean driving record.

### QUALIFICATIONS:

- Review construction drawings and specifications.
- Develop and prepare cost estimates by analyzing the materials and labor to complete a project.
- Negotiate and purchase construction materials and equipment.
- Negotiate and schedule subcontractors.
- Work with office personnel to process project invoicing, time and materials, and change order invoicing.
- Develop and present clear and detailed project scopes to the customer, and meeting with potential customers to present proposals.
- Collaborate with President and team to identify, define and solve installation problems to determine course of action.
- Prepare and monitor construction schedules for project installation progress.
- Provide technical assistance and resolutions when electrical or engineering problems are encountered before, during and after construction.
- Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.

- Provide information to supervisors, coworkers and subordinates by telephone, in written form, email or in person.
- Ability to read and interpret construction drawings and documents.
- Prepare complete and accurate scope letters.
- Estimating experience in commercial/industrial electrical systems including distribution, power, lighting, emergency systems, telecommunications, low voltage and fire alarm systems.
- Familiarity with electrical equipment, materials, and specifications.
- Experience with contract documents including drawings, subcontracts, addendums, RFI's, RFP's, Pay Applications & change orders.
- Understanding how projects support the company's goals of safety, cost, schedule, quality, customer satisfaction and profit.
- Ability to handle multiple, diverse projects in a fast paced environment.

We offer a laid back, but productive work environment. If you have a positive work ethic and desire to be part of a team focused on growth of the business you should send your resume and salary requirements to [mail@daltonelectriccompany.com](mailto:mail@daltonelectriccompany.com)