

Residential Estimator Duties & Responsibilities

The Residential Estimator is responsible for educating customers on HKC Roofing's products and services. The Estimator is responsible for communicating the estimate's status to the Residential Operations Manager and effectively communicating with the client at all times.

To perform this job successfully, an individual must be able to perform each of the below duties satisfactorily. Other duties may be assigned.

- Perform all job duties in a professional manner to ensure an excellent customer experience.
- Contact new customers immediately to set up jobsite inspection.
- Perform thorough rooftop inspections and provide solutions for the customers that will minimize our company risks in terms of warranties.
- Record all customer correspondence in HKC's CRM software.
- Review all job paperwork and work orders for completeness and accuracy before submitting to the Residential Operation Manager.
- Communicate estimate status, issues and upcoming work with Residential Operations Manager.
- Participate in and review of general ladder and roof safety. Attend company safety trainings.
- Report all incidents or injuries to supervisor immediately.
- Complete all paperwork accurately, with the correct purchase orders numbers.
- Manage any provided company assets. (Trucks, tools and equipment)
- Canvass in neighborhoods where work is being installed.
- Communicate effectively with Residential Production Manager during the course of work.
- Perform in-home presentations on products and services.
- Ensure that job files are organized and filed properly.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Experience: 2 + years of residential roofing experience.

Skills: Understand proper methods for applying residential roofing products. Provide both verbal and physical assistance on installation techniques to crew.

Mathematical Development: Ability to add, subtract, multiply and divide all units of measurement.

Language Development: Ability to read, write and speak English.

Education: High School diploma or equivalent.

Computer Development: Must be able to effectively send/receive emails. Prepare electronic estimates. Operate word, excel and estimating programs.

Must be able to lift and carry 80 lbs on a daily basis.

Must be able to climb ladders and access roofs for inspections.

Must be available for a background check

Valid drivers license is required

OSHA Certification is a plus

Employee Signature: _____

Date: _____