

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 ▪ [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



**JOB TITLE:** Estimator- Structured Cabling

**DEPARTMENT:** Salish Networks, Inc.

**JOB DESCRIPTION:** The Structured Cabling Estimator supports sales activities in commercial, data center, and other critical markets. Initiates sales with site visits, design implementation, sales engineering, billing of material, estimates, and proposal formation. Coordinates proposal activities, scheduling, and communications; procures equipment and places product orders; assists fellow employees with technical knowledge.

**TO APPLY:** Download and complete the application form located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Non-Exempt

**EMPLOYEE REPORTS TO:** Operations Manager

**EMPLOYEE SUPERVISES:** None

**EDUCATION:**

- High School Diploma or GED equivalent required. (Attach a copy of degree or transcript with application)
- RCDD Certification (Preferred not Required but with intent to achieve after employment)

**SKILLS:**

- Must be proficient with Microsoft Office (Word, Excel and MS Project).
- Must meet Company minimum driving standards.
- Must be able to manage multiple tasks/projects simultaneously.
- Must have demonstrated verifiable ability to define a project, create a project scope of work, develop detailed associated tasks and manage these to final completion and customer turnover.
- Must be able to work well under pressure and within time constraints

**EXPERIENCE:**

- Must possess a minimum of three (3) years previous Project estimating experience.
- Must have a minimum of five (5) years of experience in telecommunications or a related technical or construction field.

- Must have experience in customer interface, such as liaison between the customer and the Company.
- Experience with the pulling of CAT 5, CAT 6, 6A, large copper and Fiber cables through all types of cable conveyances such as but not limited to: j-hooks, conduits, riser penetrations, cable tray, cable trough, ladder rack, and basket tray
- Must have proven experience level to interpret blueprints and other project documents, including but not limited to, specifications, reporting and quality requirements.

#### OTHER REQUIREMENTS:

- Must be 18 years of age or older (Attach documentation with application)
- Must have a valid Washington State Driver's License and proof of insurance (attach a copy)
- Must adhere to strict confidentiality of information seen or heard
- Must be willing to attend progressive job related training as requested
- Must be able to work evenings, weekends, and/or holidays as needed or requested
- Sales Engineering experience preferred
- Successful employment history with the Tulalip Tribes and/or other current and past employers
- The Estimator must be self-motivated, positive in approach, professional and lead others to create, develop and implement project process improvement(s).
- Must promote the Company culture and mission to all employees, vendors, clients and business partners.
- Must have proven problem solving skills, critical thinking skills and the ability to effectively read, write and give oral presentation(s).
- Must able to travel within branch territory and/or regional territory as needed.
- Must have the ability to learn Company and customer project management systems.

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Manual and finger dexterity for the operation of a personal computer and routine paperwork
- Stamina to sit, stand, and/or walk for prolonged periods of time
- Must possess the physical ability to climb ladders and work in confined spaces on occasion
- Strength and endurance to lift and carry up to 75 lbs. on an occasional basis
- Mobility to bend, stoop, and/or climb stairs on an occasional basis

#### SPECIFIC JOB PERFORMED:

- Knows and remains current on competition, market conditions, building codes, and industry standards
- Cultivates good customer relationships and communications to build repeat businesses and gain referrals.
- Works with team and project management groups to engineer and provide accurate bills of materials and cost estimates for upcoming jobs—new construction and retrofit.
- Develops and successfully presents proposals that withstand critical examination, brings value to customers, meets Industry minimum standards and helps close the sales.

- Estimator will work in conjunction with other Managers, engineers, technicians to determine bid and project requirements. Maintains a professional relationship with all customers. Works closely with team to develop project proposals and develop new business.
- Provides company standard handoffs to Operations for closed sales work.
- Coordinates with project managers to ensure on-time, high-quality delivery.
- Coordinates with Operations on forecasted product, equipment, and manpower needs.
- Helps resolve job-related issues.
- Other responsibilities as assigned.

**TERMS OF EMPLOYMENT:** This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year. Employee may be required to work after hours and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided. Increase in pay is subject to budgetary restriction, following successful completion of applicable probationary period.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.