# Tyonek logo-stackedTyonek ServicesGroup, Inc

### Job Description Form

| Division/Department | | **TSG** | | | |
| --- | --- | --- | --- | --- | --- |
| Location | | **MAD** | | | |
| Job Title | | **Aviation Project Estimator** | | | |
| Reports to | | **Paul Stein** | | Title | **Director of Operations** |
| Level/Grade  (if applicable) | | **N/A** | Type of position:  Full-time  Part-time  Contractor  Intern / Temporary | Hours       / week  Salary  Exempt  Hourly  Nonexempt | |
| General Description | | | | | |
| * Supports program, operations and Project Managers by analyzing project requirements and preparing labor, cost estimates and detailed schedules | | | | | |
| Duties | | | | | |
| * Estimator will lead the efforts to price new work including the creation of Basis of Estimates for Labor, Bills of Material and other cost required for competition. * Estimator will serve as a resource to assigned project teams during capture and throughout the project with regard to scope of work, and to clarify bid assumptions, methods, schedule, etc., as required. * Review proposal and project bid documents and coordinate with operations and proposal team to ensure work plan and scope are well planned, feasible, accurate, complete and executable. * Identify risk issues, their order of magnitude and proposed solutions to minimize risks. * Complete and review general conditions, schedule, scopes of work, site logistics, means and methods, and other information to ensure competitiveness and limit risks. * Dissect project documents to identify labor and materials quantities, means, methods, equipment, restrictions, time, and any other requirements for each definable feature of work. * Resolve discrepancies with the assistance of other company resources, and/or ask questions of the client via the proposal lead. * Assist the proposal team with the development of Concepts of Operation via coordination with Operations * Assemble and present the prepared estimate, including all backup information. * Other Duties as Assigned | | | | | |
| education/Experience requirements | | | | | |
| * Bachelor’s degree required. Experience may be substituted for education. * Minimum of two years of estimating experience, preferably in government contracting. * Strong working knowledge of aviation modification and maintenance procedures required. * Cost Point experience a plus. * Ability to read blueprints and understand and utilize DOD entities technical data * Ability to gather and analyze data, reason logically and creatively, draw conclusions and make appropriate recommendations. * Ability to prioritize and organize, work well under stress, meet deadlines. * Ability to be flexible and adapt to constant change. * Ability to work flexible hours as required to meet deadlines. * Ability to develop Basis of Estimates from MWOs, DMWRs, and Technical Data Packages * Ability to perform tasks in a safe and responsible manner. * Possess strong mathematical and computer skills. Proficiency with MS Office products (Excel, Word, Outlook). * Attention to detail with the ability to recognize discrepancies. * Ability to work in a team environment. * Ability to build correct Bill of Materials (BOM) from drawings in both electrical and mechanical areas. * We maintain a drug-free workplace and perform post offer, pre-employment substance abuse testing. | | | | | |
| Physical requirements | | | | | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.  * Must be able to walk and stand on level and/or inclined surfaces for certain periods throughout the day. * Must be able to climb stairs, ramps, ladders, and work stands, working at heights with fall protection devices. Must be able to crouch, crawl, grasp or handle objects, use finger dexterity, bend elbow/knee and reach above/below shoulders. * May be required to lift up to 25 pounds and carry for short distances. * Must be able to distinguish color and judge three-dimensional depth. * Normally works in an office setting with controlled temperature. | | | | | |
| EQUAL OPPORTUNITY EMPLOYER / VEVRAA /ADA | | | | | |
| * TNC and its subsidiaries fall under ANCSA and are entitled under Federal Law to extend hiring preferences to its shareholders. ANCSA provides TNC the authority to give shareholder preference in hiring. TNC reaffirms its belief in equal employment opportunity for all employees and applicants for employment. Tyonek is an Equal Opportunity Employer and a VEVRAA Federal Contractor who affords equal employment opportunity to protected veterans and people with disabilities: Tyonek Native Corporation provides all employees and job applicants’ equal employment opportunities in hiring and promotion without discrimination because of age, sex, sexual orientation, genetic information, gender identity, marital status, race, religion, color, veteran status, physical or mental disability, national origin, or any other reason prohibited by law. | | | | | |
| Reviewed by |  | | | Title |  |
| Approved by |  | | | Title |  |