



Position Summary

The Estimator reports to the Estimating and Purchasing Manager. The person in this position is responsible for creating window and door quotations, developing and/or coordinating detailed drawings, understanding the technical details of our window and door systems, as well as understanding and communicating with Glo Project Managers about the installation, water proofing, and air sealing of our window and door systems. The person in this position will be responsible for studying architectural plans, completing takeoffs and accurate window and door quotes. This position is very important to Glo, as it assists our Project Managers with providing exceptional customer service and offers the opportunity to help in developing strong relationships with our customers.

This position includes several primary areas of work:

1. Creating window and door quotes
2. Coordinating custom solutions with factory for window and door quotes
3. Utilizing AutoCAD and/or coordinating with draftsman to assist with detail development and review
4. Communication with Glo Project Managers and customers about the technical details of our windows and doors
5. Final review of window and door orders to ensure they are accurate and within manufacturers' guidelines

Responsibilities in each of the areas of work

Window and Door Quotes

- Interpret customer drawings and specifications (floor plans, elevations, sections, and schedules) to develop window and door quote packages.
- Collaborate with customers and Glo Project Managers to provide recommendations for window and door configurations based on the desired performance, price, and design of the project.
- Complete window and door takeoffs.
- Communicate and coordinate with factory on custom solutions outside of standard offerings.

CAD Drawings

- Develop and thoroughly review architectural details for various products and installation methods either by utilizing AutoCAD or by coordinating drawing development with draftsman.
- Develop and review project specific fabrication drawings for window and door elevations, sections and installation conditions.
- Assist Field Service Team by providing technical drawings as needed.

Communication of Technical Details

- Obtain a thorough understanding of the capabilities and limitations of Glo Window and Door Systems, and effectively communicate with customers and the rest of the Glo team.
- Study and understand vendor manuals to understand systems, components, and hardware of all products offered by Glo.



Reviewing Window and Door Orders

- Thoroughly review window and door quotes created by yourself and coworkers to ensure they are accurate and within manufacturing limits.
- Communicate with factory regarding details, questions, limitations, and options.

General

- Collaborate closely with the Glo team to solve problems, answer technical questions and discover solutions.
- Be a role model for company culture.
- Track expenses, enter appropriate job and expense codes and file documents
- Participate in team meetings
- Complete timesheet on a weekly basis
- Assist in creating product manuals and videos (installation, repair)
- Review and teach other staff about how to read and interpret construction plans
- Participate in conference calls with customers and vendors
- Order and ship replacement parts
- Occasional regional or national travel may be required

Requirements

- Familiarity with CAD programs. This means you either have extensive experience with AutoCAD or other CAD programs where you feel comfortable enough to be able to use or learn AutoCad.
- Strong computer competency (Microsoft Office and ability to learn new software)
- Must have the ability to read construction plans, including floor plans, elevations and section views, and understand the information being communicated
- Exceptional track record of being organized and detail oriented
- Ability to efficiently plan and manage schedule
- Demonstrated employment history working with coworkers and customers
- Ability to maintain professional Internal and external relationships that meet or exceed Glo's core values
- Proactively establish and maintain effective working team relationships with all departments of the Glo team
- Capacity to assume more management responsibilities over time
- Effective communication skills and presence
- Must have a clean driving record and be able to successfully pass a DMV check
- Construction, engineering, or architectural design background preferred

The successful applicant will be trained in many of the above listed activities. Starting wages will be in accordance with the new hire's level of experience. The main requirements for this position are a high degree of aptitude in the areas of detail orientation, organization, problem solving, efficient and effective use of time, demonstrating a high level of integrity, and the ability to plan ahead. Individuals who do not possess these important qualifications should not apply.