

POSITION TITLE: Estimating – Thread Rolling Services

REPORTS TO: Sales & Marketing Manager

SUPERVISES: N/A

AUTHORITY: The incumbent has authority in accordance with the Superior Thread Rolling Policies and Procedures manual and all applicable employment laws.

POSITION SUMMARY:

The incumbent performs the daily estimating activities for the thread rolling services offered at Superior Thread Rolling Co. Inc. The estimator works to broad policies and objectives that require considerable independent judgment and initiative.

SCOPE & EVALUATION CRITERIA:

The incumbent is primarily concerned with the generation and tracking of estimating activities to meet goals and objectives set. Three key areas of performance are:

1. Quality:
  - a. The ability to quote thread roll services consistently with little or no procedural errors (planning)
  - b. To recognize and evaluate past runs or estimates and account for those factors into the current estimate (Quote History)
  - c. The ability to relate current quotes with past quotes or thread roll jobs to evaluate their relevance and cost to the current quote (Job Costing)
  - d. To complete the thread rolling quotation packages in accordance with STR procedures and with enough information that various personnel can utilize the quote for future job entry or quote analysis.(Price History – Vendor, Vendor Quotations, Material Quotes, Quote Log)
  - e. To understand STR thread rolling personnel and equipment to consistently match estimated with actual grinding and thread rolling times
  - f. To consistently fill in quotations without missing O/P costs or inside operations.
  - g. To balance the volume of estimates quoted with the quality/completeness of the estimates so as to not jeopardize the credibility of the quote process.
2. Knowledge:
  - a. Understands Superior Thread Rolling core competencies and include all thread rolling processes, techniques and requirements in the correct order without errors or omissions.
  - b. Is proficient with grinding and thread rolling set-up and production times of all relevant materials and part configurations.
  - c. Is proficient at applying customer specification requirements and STR techniques into the estimating process.
3. Customer Service
  - a. Providing optimum service to the customer.

Evaluation Criteria shall be based on meeting the following:

- Estimated Vs Actual costs of estimates won.
- Procedural Compliance with AS9100 procedures and work instructions
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Secondary issues:

- Number of Quotes

- Dollars of Quotes
- Hit Ratio

#### ESSENTIAL JOB FUNCTIONS:

- Review and evaluate all opportunities and establish quote rating priorities.
- Prepares price quotations or bids based on knowledge of grinding and thread rolling labor costs and required processes.
- Talks with customers on site or by phone regarding pricing, part preparation and Superior Thread capabilities.
- Quotes prices.
- Submits bid to customer
- Estimates date of delivery to customer, based on knowledge of own firm's production and delivery schedules.
- Uses M1 Estimating and Quoting system to establish prices.
- Performs pricing evaluations when necessary.
- Evaluates Historical Thread Roll Jobs and effects changes to run times or setup times in the BOM for future uses.
- Edit Quote & BOM masters.
- Evaluate Estimating Manpower requirements.
- Interact with thread rolling personnel to understand shop methods and capabilities.
- Understand thread roll planning processes.

#### LEVELS OF PROFICIENCY REQUIRED:

1. Has basic experience to perform task as required. Required to find supply-chain sources, arrange sequence of operations, evaluate and grade quotes and to understand technical thread rolling and material requirements.
2. Has working knowledge to perform task as required. Needs little or no assistance to identify suppliers, arrange sequence of operations, evaluate and grade quotes and to read and understand technical materials. Ability to establish the sequence of operations necessary for STR to make money yet provide our customers with the most competitive price. Requires considerable independent judgment regarding the market pricing of thread roll operations that are captive to STR capabilities.
3. Has expertise to perform tasks as required. Needs no assistance to identify suppliers, arrange sequence of operations, rate quotes or understand technical materials. Seeks confirmation of complicated quotations.
4. Is an expert and requires no assistance in the estimating process.

#### JOB QUALIFICATION REQUIREMENTS:

Training and Experience: Between 4 and 6 years of trade school, vocational education, or work experience. Works proficient with Microsoft Work, Excel and Outlook programs.

Visual Acuity: Accommodation as required for reading documents and computer screens.

Working Conditions: Normal office environment

Status: Non-Exempt

The employee may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

THIS POSITION DESCRIPTION WAS WRITTEN BY: Thomas M. Mundy, June 23, 2011  
REVIEWED AND UPDATED BY: