

## Position Description

Title: Electrical Estimator  
Reporting To: Manager, Estimating  
Division: Electric & Controls  
Location: Calgary or Edmonton, Alberta

Tarpon is searching for an Electrical Estimator to join our Estimating team in Alberta. The Electrical Estimator will provide electrical estimating services to Tarpon's Estimating department. This individual must be able to take initiative, set priorities and be able to produce a detailed proposal efficiently.

### Duties and Responsibilities

- Prepares competitive electrical estimates for upstream oil and gas facilities, modular buildings and small oil sands projects.
- Reviews specifications and drawings from client.
- Provides assistance to coordinate estimating activities with project managers and field personnel.
- Interfaces with clients and contractors during pre and post-tender applications to develop effective business relationships.
- Prepares and manages project budgets including the development of preliminary construction schedules.
- Reviews market conditions, updates cost information and re-forecasts trends as required.
- Conducts cost analysis at completion of project.
- Complies with standards and procedures of the Tarpon Health and Safety Manual and Occupational Health and Safety Regulations.

### Skills, Abilities and Educational Background

- A Journeyman Electrician with 5+ years supervisory experience and an estimator with 3+ years previous electrical estimating experience.
- Some post secondary education in a related discipline is an asset.
- Field experience is an asset.
- Intermediate MS Office skills, including Excel, Word and Outlook.
- Exceptional time-management skills, the ability to prioritize and execute multiple tasks quickly.
- Thrives well in a busy, deadline oriented environment.
- Self-starter with the ability to work in a team environment or independently.
- Excellent organizational and communication skills.
- Solid customer service skills.

Must have own transportation as location is not accessible with public transportation.

### Compensation

Tarpon offers a very attractive compensation package that includes a competitive salary and a full benefits plan that is effective on the first day of employment. Tarpon has an open and team-oriented culture that focuses on communication, integrity, innovation and respect. Employees take pride in their work and are the single most important reason why Tarpon offers superior customer service.

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### To Apply

To apply for this posting, e-mail your **resume and cover letter** to [careers@tarponenergy.com](mailto:careers@tarponenergy.com). You can also apply by faxing or mailing your resume and cover letter (stating position title) to: Tarpon Energy Services Ltd., Suite 220, 3015 – 5 Avenue NE, Calgary, AB T2A 6T8; Fax: 403-457-3396.