



Job Description Title: Cost Engineer/Estimator

The Ulven Companies' Mission: Providing Quality Cost Effective Products with Superior Service

Position: Cost Engineer/Estimator

Reports To: Engineering Manager

Purpose: The Cost Engineer/Estimator supports the Ulven Forging team and is accountable for the complete estimating life-cycle: Request for Quotation (RFQ) to Quote, to Sales.

Responsibility: This role coordinates, directs and leads estimating efforts to ensure optimum costing and coordination of projects and programs to ensure Ulven Forging meets customer expectations and manufacturing requirements.

Position Summary:

- **Define Cost Estimate Scope:** Define the project scope, time period, phases to be estimated, communication channels, and establish any boundaries for estimates or project requirements. Estimates are typically completed in 24-48 hours.
- **Define Assumptions or Constraints:** Identify any schedule or budget constraints, and how those will be resolved.
- **Develop Cost Element Structure:** Identify everything defined in the scope to be costed.
- **Collect and Monitor Data:** Collect and monitor data, manage risks, identify (if necessary) contingency plan, control changes and communication. Measure and report on progress.
- **Develop Cost Estimating Relationships:** Use cost data to develop formulas/equations entered into the cost model. Formulas/Equations will be the basis for estimating costs as a function of Ulven systems and service level.
- **Document Approach:** Provide documentation for each cost element, indicating sources of data, assumptions used and any other methodology or analysis.
- **Customer Review:** Ensure that all expected costs have been properly presented to Customer for Review/Approval/Acceptance of the estimate.
- **Finalize Cost Estimate:** Finalize the cost estimate. Maintain all files, data related to this project.

Primary Responsibilities:

- Assist in preparing cost data for proposals and contract negotiations.
- Determine project scope, define requirements, works with UFI team and others to coordinate production, meet deadlines and customer requirements.
- Follow the Estimating life-cycle in accordance with prescribed standards and procedures.
- Establish quote priorities based on evaluation and analysis of overall opportunities.
- Develop and implement requirements for cost recording, reporting, and analyzing standards, programs, and reports. Performs performance monitoring and control functions for specific applications, including the consistent use of applicable procedures.
- Provide financial reporting, trending data. Perform data analysis and development.
- Develop and/or revise manufacturing processes, procedures, work instructions.



Job Description Title: Cost Engineer/Estimator

The Ulven Companies' Mission: Providing Quality Cost Effective Products with Superior Service

Education and Experience Requirements:

- Bachelor's Degree in Engineering; Mechanical, Industrial or other related engineering field
- Minimum of five years' experience in Cost Engineering, Cost Estimating, planning, scheduling, estimating and other areas of project controls in a manufacturing environment.
- Minimum of five years' experience in the Forging industry
- Intermediate level of proficiency in MS Excel and other MS Office programs
- Functional knowledge of accounting, financial accounting
- Operating knowledge and experience of SolidWorks, design software and engineering tools
- Knowledge and experience in ISO-9001, AS9100 requirements
- Knowledge and experience in ERP systems, Epicor preferred
- Proficient with computer programs and a working knowledge of new technology
- Ability to communicate effectively and professionally with co-workers, outside agencies, business partners, and consultants
- Excellent verbal and written communication skills

Skills/Key Competencies:

- Strong communication skills both written and verbal
- Honesty, integrity and personal accountability
- Strong customer service orientation
- Positive leadership style and ability to create a high morale manufacturing environment
- Autonomous, self-starter
- Superior planner and organizer
- Holds self personally accountable
- Demonstrated achievement orientation
- Ability to facilitate and support growth of team members
- Works effectively and productively with others
- Employee development skills
- Strong overall leadership skills/interpersonal skills
- Analytical Thinking
- Competence in handling facility operations
- Bias to action
- Valid Driver's License. Right to work and remain in the United States without sponsorship

- **Salary: Commensurate with experience**
- **This is an exempt, salaried position**
- **Offer subject to passing a drug test**
- **Equal Opportunity Employer**