

# Job Description: Estimator

Swan Valley Consumers Cooperative Ltd. • Job Description

## Core Function

The Estimator will report to the Lumber Manager and is responsible for providing an excellent customer experience that aligns with the Swan Valley Co-op's guiding statements. As directed by the Lumber Manager, the Estimator will provide estimates, consultation and advice to both internal and external customers for building projects by interpreting client input, documentation, specifications, and design drawings to determine the costing and selling price associated to the building materials and manufactured components of the project.

## Responsibilities

Primary responsibilities include, but are not limited to:

1. Be a liaison and public relations representative for the Co-op within the communities we serve.
2. Adhere to our Co-op's values:
  - Respect
  - Integrity
  - Community
  - Excellence
3. Create a customer experience that makes a difference in our members lives.
4. Develop and maintain relationships with Contractors, Architects, Engineers, Building Inspectors, Draftsperson/Designers, Material Vendors, Trades, Local Coops, Local Home Builder/Contractor Association(s), DIY Customers, and stay abreast of Industry trends.
5. Monitors building material inventory levels, forecasts future inventory requirements and orders inventory accordingly. Maintain and develop relationships with current contractor clients and customers. Develop new contractor relationships and business to elevate the Swan Valley Co-op's presence in the industry.
6. Read and interpret construction plans, blueprints, or computer aided drawings and provide customers with estimates outlining the overall building material requirements. Suggest changes to construction plans where building code, structural integrity or efficiency may be a concern.
7. To make necessary calls to be able to establish, complete and follow through on estimates with customers to maximize sales.
8. Support the tendering process, providing quantities, costing/pricing and descriptive information associated to the overall project. Provide product recommendations to improve design quality, efficiency and structural integrity as needed.
9. Provide information, assistance and service to customers in a manner that will promote the sale of merchandise and meet the needs, requirements and expectations of the customer.
10. To co-ordinate and special-order inventory for project sales for projects and estimates.
11. Develop and maintain a Vendor Reference Database to track and specify material specific information (product availability, unit cost, lead times), and research alternative vendors where specialty goods are needed.
12. In conjunction with the Lumber Manager, ensure there is follow-up on complaints and product warranties and to assist with the assessment and placement of claims for damaged or faulty merchandise.
13. Maintain and increase product knowledge for products carried.
14. May operate a cash register and point of sale system.
15. Ensure the quality and condition of all the merchandise that meets the Cooperative's standards.
16. Inform Lumber Manager of special or out-of-stock merchandise requested by customers.

REVISED JANUARY, 2026

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17. May accept Lumber Manager's critical tasks in their absence.
18. Adhere to all Swan Valley Co-op policies and procedures.
19. Perform general housekeeping duties to ensure department image and safety standards are followed. Ensure sanitation and cleanliness standards are to Co-op specifications, including cleaning of all equipment and display cases.
20. Follow safe front-line loss prevention practices, and maintain a constant alert against unauthorized removal of merchandise.
21. Assist in the proper care and maintenance of all department equipment.
22. Observe safety measures and report hazardous conditions immediately to the Lumber Manager.
23. Participate in personal development and learning opportunities focused on competencies for the position.
24. Perform all other duties as assigned.

## JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a copy of my Job Description and as such, with my signature below, can perform and/or maintain the "Core Function" and "Responsibilities" of this role, as described with or without reasonable accommodation.

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Team Member Name (Print)

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Team Member Signature

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Date