



JOB DESCRIPTION

Position:	Estimator/Sales	FLSA:	Exempt
Reports To:	Sr. Estimator / President	Location:	Office

SUMMARY OF POSITION

This position reviews, designs, estimates HVAC and plumbing work for projects ranging from \$20k to \$2m. Works with customers or general contractors on

In this position, you:

- Work with business development team to develop bid strategies
- Represent company with customers/owners and other contractors to provide engineering and cost data regarding project feasibility.
- Develop estimates and budgets from plan specifications and conceptual information
- Conduct take-offs pricing, general administrative and subcontractor cost analysis
- Solicit, receive, analyze, and check for completeness for any outside subcontractor quotations
- Provide leadership and estimating expertise to accomplish team goals without having direct authority over team members
- Analyze completed projects to compare estimated costs to actual costs and determine the reason for any discrepancies
- Participate in pre-bid meetings with clients and site walk-throughs with subcontractors.
- Leverage prior experience to generate price take-off quantities, materials, construction equipment and indirects to support the work.
- Develop and present clear and detailed project scopes to the customer and meet with potential customers to present proposals.
- Develop construction schedules and buyout on sold jobs.

JOB REQUIREMENTS

Estimator Qualifications:

- 5+ years of mechanical contracting estimating commercial/industrial plumbing, HVAC, and sheetmetal projects
- Experience preparing bids a plus, ability to learn estimating systems
- Work within precise limits or standards of accuracy
- Make decisions based on measurable criteria
- Visualize objects in three-dimensions from plans and drawings
- Great communication skills
- Computer literate including MS Office and estimating software
- Self-motivated and effective in a team oriented environment
- Strong conflict resolution skills
- Drivers license

PHYSICAL REQUIREMENTS

- Ability to climb stairs, ladders, etc when on jobsites for walkthroughs