



## Job Description

### POSITION SPECIFICS

<b>Job Title:</b>	<b>Estimator</b>
<b>Department:</b>	<b>Estimating</b>
<b>Reports To:</b>	<b>Estimating Manager</b>

### ROLE

**Summary:** Assists in the preparation of complete construction cost estimates for HVAC and plumbing systems projects.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Reviews and puts together project estimates to support RFP requirements.
- Prepares bid proposals along with necessary bid requirements (ie, work plans, schedules and bid breakdowns).
- Prepares list of Subcontractors and/or Suppliers for quotation.
- Reviews project documents and develop Estimates per plans, project specifications, P&ID's, schematics, etc.
- Ensures that all services will meet contract standards and the customer's reasonable expectations.
- Contacts suppliers, vendors & manufacturers to identify material and equipment pricing to support the estimate.
- Estimating to include Plumbing, HVAC piping and Sheet Metal.
- Submits for work recovery as required.
- Submits for bid bonds as required.
- Assists Project Managers, associate Estimators and Estimating Manager with compiling estimates and pricing.
- Participates in pre-bid meetings, bid strategy meetings, and post construction meetings as requested.
- Develops positive relationships with customers, subcontractors, vendors, and fellow employees.

#### Supervisory Responsibilities

This job has no supervisory responsibilities.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### Education/Experience

Associates Degree and a minimum of four years' experience in construction estimating, 4 years mechanical construction field experience or equivalent combination of education and experience.

#### Computer Skills

Proficiency with Microsoft Word, Excel, Bluebeam and Outlook required.

### Certificates and Licenses

None required.

## **WORKING CONDITIONS**

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this position the employee will occasionally be asked to visit job sites and could be exposed to wet, humid conditions, fumes, or airborne particles, outdoor weather conditions and vibration at those sites. The employee may occasionally work in high precarious places, work around hazardous chemicals and could be exposed to risk of electrical shock.

The noise level in the work environment is moderate in an office environment. (Examples: business office with computers and/or computer printers, light traffic). Occasionally the noise level may be loud in a construction environment.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee must constantly reach with hands and fingers. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required. The employee must constantly reach with hands and fingers.

The employee may occasionally lift up to 35 lbs. The employee must be able to safely drive an automobile to and from client sites.