



## 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.



2623 West Valley Hwy N  
 Auburn, WA 98001  
 (253) 838-9780

## APPLICATION FOR EMPLOYMENT

**NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION**

INFORMATION			
LAST NAME:	FIRST NAME:	MIDDLE IN:	
PRESENT ADDRESS:	CITY:	STATE	ZIP:
HOME PHONE:	CELL:	E-MAIL:	
POSITION APPLIED FOR?			
WAGE/SALARY DESIRED?		DATE AVAILABLE FOR WORK?	
AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights		APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary	
Will visa or immigration status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of right to work in the U.S. will be required if hired.)			
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, employment is subject to minimum legal age requirements.)			
Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the date and nature of the offense:			
Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever previously applied to or been employed by this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
How did you learn about this position opening?			
Were you known by any other name at any job or school listed on this application? What name(s)?			
At which school(s)/employer(s) were you known by this other name?			
EDUCATION			
	Name and Location of School	Years Completed	Did you graduate? Degrees Received
High School			
College			
Trade, Business, or			
Graduate school			
SKILLS			
<input type="checkbox"/> Typing ___ wpm <input type="checkbox"/> Receptionist # incoming lines _____ <input type="checkbox"/> Supervision (yrs of experience) _____ Proficient at: <input type="checkbox"/> Excel <input type="checkbox"/> Word <input type="checkbox"/> Access <input type="checkbox"/> PowerPoint <input type="checkbox"/> Outlook <input type="checkbox"/> Other _____ Indicate other skills related to the position you are seeking: _____ _____ _____			
PROFESSIONAL REFERENCES			
Please list three persons, other than relatives, who we may contact about your professional work experience.			
Name	Years Known	Relationship	Telephone Number

**EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer?  Yes  No

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

Employer \_\_\_\_\_ Type of business \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Duties \_\_\_\_\_

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal.

I authorize the Company to which I am providing this application (Auburn Mechanical) to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Auburn Mechanical) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Auburn Mechanical from any liability for future references it may provide regarding my work history with Auburn Mechanical.

Due to the large number of applications that Auburn Mechanical receives, I understand Auburn Mechanical cannot guarantee that my application will be considered for any or all open positions they or Auburn Mechanical may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Auburn Mechanical and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Place Cover Letter Here

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ACROBAT: Submit  
Combined Application

IN BROWSER: Save this PDF and  
email to [HR@auburnmechanical.com](mailto:HR@auburnmechanical.com)