



JOB DESCRIPTION FORM

Job Title	Sr. Estimator - HVAC
Department	Operations
Classification	Exempt
Job Reports to	Director of Operations

Job Summary

Assemble and prepare estimates from either completed or partial documents in the discipline each estimator is responsible.

Major Responsibilities/Activities

- Assist in sizing equipment and systems per Basis of Design (BOD).
- Prepare quantity take-offs and proposal documents using digital estimating software.
- Finalize accurate estimates and informational folders in a timely fashion.
- Develop integration of estimating for Plumbing, Sheetmetal, and Hydronics.
- Manage appropriate time for Quality Control / Quality Assurance (QA/QC) checks with Leadership.
- Delegate and supervise production of Estimators and Jr. Estimators, perform QA/QC.
- Review estimates and make recommendations for final pricing to Bid Leaders.
- Present estimates in post bid interview meetings and be able to converse with potential customers the qualities of our proposals.
- Perform Value Engineering (VE) and cost payback analyses.
- Maintain relationships with the equipment, material and subcontracting communities. Advise our vendors of upcoming bids for them to quote.
- Obtain analyze and equipment and subcontractor quotes for estimates.
- Prepare design/build and conceptual budgets.
- Read and lead compliance with Request for Proposals (RFP) and Bid Forms.
- Maintain contact with clients to collect upcoming project opportunities.
- Follow-up with clients on proposal and bid results.
- Maintain a historical record of project costs, scope and benchmark pricing indices.
- Update digital data base information and manage software updates.
- Participate in Pre-Bid and Job walks
- Maintain current knowledge of codes and ordinances.
- Continue to stay educated on new and emerging technologies and design

concepts.

- Mentor and train Estimators and Jr. Estimators
- Integrate our Purchasing department into the Estimating process
- Support Project Managers

Minimum Requirements

5 years in relevant field estimating or installing. Journeyman tradesman is a plus.

Essential Mental Functions

Clearly present the estimate and the complicating factors for any project to management. Analyze these difficulties and assign a risk to them for review.

Essential Physical Functions

Sit for extended periods of time preparing take-offs.

Equipment Used

The Estimator will use a computer with Quickpen, Excel, Word, Outlook

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

